

Bolton COVID-19
Resource Pack for Early Years and Childcare
Providers

VERSION 2

2nd JULY 2020

ABOUT THE GUIDANCE

This guidance provides links to national guidance and includes Bolton specific information. It pulls together all helpful information for early years and childcare settings including template letters and contact details. This guidance should be used alongside the national guidance, [Covid-19 Guidance for Schools & Other Childcare Settings](#).

The DfE has set out in various guidance documents, what schools and settings should do in the event that a child or an employee becomes unwell/shows symptoms of coronavirus or tests positive for coronavirus. The information below brings the various pieces of guidance together. The extracts outline a number of scenarios that schools and settings may have to deal with as they extend their offer to more children and young people. In addition to these extracts, you will find model template letters which you may find useful as a starting point for communications in these circumstances.

These will need to be adapted to meet the specific needs of your school/setting.

This information has been collated during the week beginning 29th June 2020. As you are aware, DfE/Government guidance is changing constantly, and so it is strongly advised that in order to have the most up to date information, you should continue 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 you replace previous guidance with any updates each time.

Version Control V1.0

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	V2.0

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:

- new continuous cough and/or
- fever (temperature of 37.8°C or higher)
- Loss of or change in, normal sense of taste or smell (anosmia)
- Children may also display gastrointestinal symptoms.

What is the mode of transmission?

COVID-19 is passed from person to person mainly by large respiratory droplets and direct contact (close unprotected contact, usually less than one metre). These droplets can be directly inhaled by the person, or can land on surfaces which another person may touch which can lead to infection if they then touch their nose, mouth or eyes.

What is the incubation period?

The incubation period (i.e. time between exposure to the virus and developing symptoms) is between 1 and 14 days (median 5 days).

When is a person infectious?

A person is thought to be infectious 48 hours before symptoms appear, and up to seven days after they start displaying symptoms.

Are children at risk of infection?

Children of all ages can catch the infection, but children make up a very small proportion of COVID-19 cases with about 1% of confirmed cases in England aged under 19 years. Children also have a much lower risk of developing symptoms or severe disease.

Can children pass on the infection?

There is some uncertainty about how much asymptomatic or mildly symptomatic children can transmit the disease but the evidence so far from a number of studies suggests children are less likely to pass it on and do not appear to play a major role in transmission. Most children with COVID-19 have caught the infection from adults and not the reverse. This is unlike 'flu.

Why is PPE not recommended for early years practitioners and children?

Transmission of Covid-19 is usually through droplets; the mainstay of control measures is minimising contact and thorough hand and respiratory hygiene. When these measures are maintained, and symptomatic persons are excluded, the risk is minimal.

2. Managing a Possible or Confirmed Case of Covid-19

If someone in an education or childcare setting shows symptoms of COVID-19	
<p>If a child or staff member is unable to attend setting/school 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/school and should follow the steps below.</p> <ul style="list-style-type: none"> • Parent/Carer or staff member should notify the setting/school of their absence by phone • School/setting should record and keep minimum dataset (see suggested template in Appendix 1): Reason for absence, date of onset of symptoms, symptoms, class etc. • Direct to Stay at home guidance for isolation advice for child/staff member and their households. The person with symptoms should isolate for 7 days starting from the first day of their symptoms and the rest of their household for 14 days. <p>Advise that the child/staff member should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via https://www.gov.uk/apply-coronavirus-test-essential-workers.</p> <p>There is no further action required by the setting/school at this time</p>
<p>If someone becomes unwell at an educational or childcare setting.</p>	<p>If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the stay at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>COVID-19: guidance for households with possible coronavirus infection</p> <ul style="list-style-type: none"> • If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, the clear medical advice is to immediately self -isolate at

	<p>home for at least 7 days from when your symptoms started. Do not go to a GP surgery, pharmacy or hospital. You should arrange to have a test to see if you have COVID-19 - go to testing to arrange.</p> <ul style="list-style-type: none"> • Consider alerting the people that you have had close contact with in the last 48 hours to let them know you have symptoms of coronavirus COVID-19. • Following a positive test result, you will receive a request by text, email or phone to log into the NHS Track and Trace service website and provide information about recent close contacts. • After 7 days, or longer, if you still have symptoms other than cough or loss of sense of smell/taste, you must continue to self-isolate until you feel better. • You do not need to self-isolate if you only have a cough or loss of sense of smell/taste after 7 days, as these symptoms can last for several weeks after the infection has gone. • If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 7 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 household became ill. • Staying at home for 14 days will greatly reduce the overall amount of infection that people in your household could pass on to others in the community. • If anyone else in the household starts displaying symptoms, they must stay at home for at least 7 days from when their symptoms appeared, regardless of what day they are on in their original 14-day isolation period. • If you have symptoms, you should stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you continue to share a household. • Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes. • If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999. • If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you must follow the same guidance on self-isolation again.
<p>Considering other children/staff in the assigned group where</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

<p>someone has become unwell.</p>	<p>can remain on setting/ school premises and remain within their assigned group where possible.</p> <ul style="list-style-type: none"> • A letter should be prepared and sent to the parents of other children within the assigned group. (Please see model templates further below). • If a staff member has become unwell, arrangements should be made to replace the staff member to cover the assigned group. • A letter should be prepared and sent to the employee and the parents of the children within the assigned group. (Please see model templates further below). <p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Advise that the child/staff member should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via https://www.gov.uk/apply-coronavirus-test-essential-workers.</p>
<p>If a symptomatic child is awaiting collection.</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p>	<ul style="list-style-type: none"> • If a symptomatic child is awaiting collection, they should be moved if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Please visit: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care • The setting/ school should record and keep the details of the incident in case it is needed for 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>If a member of staff has helped someone with symptoms.</p> <p>See Covid-19:</p>	<ul style="list-style-type: none"> • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). If the member of staff comes into close proximity of someone with symptoms, and that person subsequently tests positive, they would not be considered

<p>Guidance for contacts of people with possible infection (do not live in the same household)</p>	<p>a 'close contact' or need to self-isolate as long as they wore appropriate PPE while in contact with that person.</p> <ul style="list-style-type: none"> • They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
<p>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>Dealing with waste.</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance</p> <p>See the COVID-19: guidance on isolation for residential educational settings</p>	<p>Area should be cleaned following current setting risk assessment</p> <p>If using a cleaning contractor, they should be informed of the suspected coronavirus case.</p>
<p>Use of PPE for cleaning an area when there has been a possible or confirmed coronavirus (COVID-19) case</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance</p>	<p>Use of PPE: Donning & Doffing Posters are available from https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p>
<p>Draft communication with parents/employees - to be adjusted to meet the needs of each set of circumstances and each setting.</p>	<p>These are available further down in the document:</p> <ul style="list-style-type: none"> • Template 1: Child from assigned group has symptoms • Template 2: Letter to all parents when a child/staff member has tested positive • Template 3: Parent letter to inform them child from an assigned group has tested positive • Template 4: Employee letter where employee sent home with symptoms • Template 5: Employee letter where employee tests positive/negative • Template 6: Preventative messages for parents

If there has been a confirmed case of COVID-19 in an education or childcare setting	
<p>Child/employee tests positive.</p> <p>Link to Guidance: Guidance for contacts of people with possible or confirmed coronavirus (COVID-19) infection who do not live with the person</p> <p>COVID-19: guidance for households with possible coronavirus infection guidance</p>	<p>Where the child, young person or staff member tests positive, the rest of their class or assigned group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.</p> <ul style="list-style-type: none"> • The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. • See guidance for Contacts of people with possible or confirmed coronavirus who do not live with the person. • A letter should be prepared and sent to make the relevant people aware of next steps if any. (Please see model templates further below).
<p>Track and trace.</p>	<p>If a child who attends or staff member who works at an education or childcare setting tests positive for COVID-19 then the setting/school will be contacted by a contact tracer. This contact tracer may be based either in the Greater Manchester Track and Trace Team, Local Authority or the local Health Protection Team.</p> <p>The headteacher or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the children and practitioners in that group. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.</p> <p>Direct contact without PPE:</p> <ul style="list-style-type: none"> • 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 <p>Close contact without PPE:</p> <ul style="list-style-type: none"> • Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case <p>All direct and close contacts will be excluded from setting/ school and advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in the setting/ school on the previous Monday the first day of the 14-day period is on the Monday. Household</p>

	<p>members of contacts do not need to self-isolate unless the contact develops symptoms.</p> <p>The contact tracer can provide a standard letter to the setting/ school containing the advice for contacts and their families; the setting/ school will be asked to send the letter to the identified contacts.</p> <p>Contacts will not be tested unless they develop symptoms (contact tracer may provide advice on this). If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via https://www.gov.uk/apply-coronavirus-test-essential-workers</p> <p>As part of the national track and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.</p> <p>Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>
<p>Child/Employee tests negative.</p>	<p>When the child, young person or staff member tests negative, they can return to their setting providing they have been well and fever free for 48 hours and the fellow household members can end their self-isolation.</p> <p>Where the employee tests negative the relevant model template can be used to make contact.</p>
<p>Arrangements for management of a possible outbreak</p>	<p>If there are more confirmed cases linked to the school the GM Integrated Contact Tracing Health Protection Team will investigate and will advise the school on any other actions that may be required.</p> <p>If a setting/ school has come across two or more confirmed cases, or there is a high reported absence which is suspected to be COVID-19 related, then the local health protection team or the local authority public health team should be notified promptly (see front page).</p> <p>However, it is probable that some outbreaks will be identified by either the local health protection team or the local authority public health team and the setting/ school will then be contacted by one of these teams.</p>
<p>If closing a bubble because of a positive case</p>	<p>Contact the local authority Startwell@bolton.gov.uk and give this information:</p> <ul style="list-style-type: none"> • Setting/ school • Year group / Bubble (i.e. whether whole year group or part of a year group that has closed) • Estimated numbers asked to isolate

	<ul style="list-style-type: none"> • Number of children with a social worker who have been asked to stay away from setting/ school (please report the specific details of these children to the relevant Social Care Duty Team, see last page) • Expected reopening date
Vulnerable children with a social worker	If closing any aspect of your setting/ school results in a child with a social worker being asked to not attend setting/ school, please contact the relevant Social Care Duty Desk (numbers at the end of this document) with the child's details to enable their Covid-19 Social Care risk assessment to be reviewed.

3. Frequently Asked Questions

3.1 Cases and Contacts

Should a child/staff member come to setting/ school if a member of their household is unwell?

No. If a member of the child's household is unwell with COVID-19 symptoms then the child/staff member should isolate for 14 days starting from the day the household member(s) became ill. If the child subsequently develops symptoms than they should isolate for 7 days from the date they developed symptoms. See [Stay-at-home-guidance](#). The household member(s) should be tested within 5 days of symptom onset. If all symptomatic household members test negative provided they feel well and they have not had a fever for 48 hours, the child/staff member can return to work or setting/ school.

If I am notified by a parent that their child is ill do I need to exclude the other children in their class?

No, children and staff can attend the setting/ school as normal. The child who is ill should stay at home ([Stay-at-home-guidance](#)) and be advised to get tested. If the child has any siblings who attend the setting/ school they should also be self-isolating at home for 14 days. If the child tests positive for COVID-19, direct and proximity contacts should be excluded for 14 days. The setting/ school will be contacted by contact tracers to support with contact identification and provision of advice.

If I am notified by a parent that their child has had a positive test do I need to exclude the other children in their class or notify anybody?

If you haven't already been contacted about the positive case please contact your local public health team via telephone or contact.tracing@bolton.gov.uk who will investigate with PHE contact tracing team. The setting/ school should be notified by PHE if a child has had a positive test.

If any member of staff has to self-isolate because their family member tests positive, does the whole bubble self-isolate?

No. If the member of staff self-isolating does not develop signs and symptoms then the 'bubble' does not need to self-isolate. If the member of staff develops signs and symptoms during this 14-day period, then the 'bubble' will need to self-isolate for 14 days from the last contact.

Who is considered a contact in a setting/ school setting?

A person who wore appropriate PPE or maintained appropriate social distancing (over 2 meters) would not be classed as a contact.

A contact is defined as a person who has had contact (see below) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 7 days after onset of symptoms (or test):

- a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:
 - being coughed on, or
 - having a face-to-face conversation, or
 - having skin-to-skin physical contact, or
 - any contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes
- a person who has travelled in a small vehicle *with* someone who has tested positive for coronavirus (COVID-19) or in a large vehicle *near* someone who has tested positive for coronavirus (COVID-19)
- people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)

Which contacts need to self-isolate?

Where the child, young person or staff member *tests positive* and they had attended the setting/ school in the 48 hours prior to developing symptoms, direct and close contacts will be identified and advised regarding self-isolation by a contact tracer.

Please note: The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Can the siblings of a child who has been excluded because they are a contact of a case attend setting/ school?

Yes, other household members of the contact do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms

A child/parent reports to us that they have had contact with someone with symptoms – what should we do?

There is no action required of the setting/ school. No-one with symptoms should be attending setting/ school and anyone who develops symptoms while at the setting/ school should be isolated and sent home as soon as possible. Settings/ schools should regularly remind parents of the government guidance on staying at home and the importance of a household self-isolating if anyone in the household develops symptoms.

If a child has COVID-19 symptoms, gets tested and tests negative, can they return to setting/ school even if they still have symptoms?

If the child is NOT a known contact of a confirmed case, the child can return to setting/ school if the result is negative, provided they feel well and they have not had a fever for 48 hours.

If the child is a contact of a confirmed case, they must stay off setting/ school for the 14-day isolation period, even if they test negative. This is because they can develop the infection at any point up to day 14 (the incubation period for COVID-19). So if a child tests negative on day 3 they may still go on to develop the infection.

If a child who was a contact of a confirmed case tests negative, can they return to setting/ school?

No, the child should complete 14 days of isolation.

If I get confirmed cases does the setting/ school need to close?

The setting/ school does not need to close on public health grounds. Setting/ schools will generally only need to close if they have staff shortages due to illness or being identified as contacts. It is expected that only the class or group of a confirmed case will need to be excluded. If there are a number of confirmed cases across different classes and groups at the same time then the setting/ school may be advised to close by the Health Protection Team in consultation with other partners.

Should educational settings ask parents to report child's temperatures at the start of each day?

Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).

3.2 Testing

How can a parent arrange testing?

The parent can arrange for any child to be tested via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access.

Will the setting/ school be informed of any test results?

The setting/ school will be informed if a child or staff member tests positive as part of NHS Test and Trace. The setting/ school will not be informed of any negative results.

How can a staff member get tested?

All education and childcare workers are considered essential workers and can apply for a test if they are symptomatic via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

Can they be tested if they do not have symptoms?

No. People should only be tested if they have symptoms.

3.3 High Risk Groups

Can our pregnant members of staff work? What if staff have pregnant household members?

Pregnant women are currently advised to work from home where possible. Education and childcare settings should endeavour to support this, for example, by asking staff to support remote education, carry out lesson planning or other roles which can be done from home.

If they cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within

2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.

If a staff member lives with someone who is pregnant, they can work.

Should children or staff who are shielding (classed as clinically extremely vulnerable due to pre-existing medical conditions) attend setting/ school?

No, children and staff who fall into this group should not be attending setting/ school or work.

Should children or staff who have family in the shielding group be coming to setting/ school/work?

They should only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home. Given the potential risk, if at all possible, settings/ schools should support children / young people who have a family member in the shielding group to continue to learn from home

3.4 Staff

We have staff who are asymptomatic but wish to be tested is this possible?

Currently, only people who are symptomatic can access a test via NHS UK or ringing 119.

We have had a child confirmed as a case and had contact with other staff, including catering staff at lunch, do they need to be excluded?

It depends on the level of contact. Staff would need to be excluded only if they had face to face contact with a case for any length of time, including being coughed on or talked to. This includes exposure within 1 metre for 1 minute or longer OR the staff member had extended close contact (within 2 metres for more than 15 minutes) with the case.

Can the setting/ school still have agency staff come in if there have been multiple cases?

Local risk assessment will have been undertaken and any staff will have been identified and excluded if in direct or close contact with a positive case according to the national guidance on contact tracing.

If an agency practitioner has not been identified as a close or direct contact in any of their workplaces, then exclusion will not be necessary and they should be able to work.

[Setting/ schools are being advised](#) to adopt preventative measures including small group sizes and social distancing to minimise contact between children and staff.

Can non-teaching staff, for example cleaners and caterers, work for 2 or more setting/ schools?

Local risk assessment should be undertaken, and staff excluded if in direct or close contact with a symptomatic case according to the national guidance.

If a staff member has not been identified as a close contact in any of their workplaces, then exclusion will not be necessary.

[Setting/ schools are being advised](#) to adopt preventative measures including small class sizes and social distancing to minimise contact between children and staff.

Why are staff and children not advised to wear PPE?

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work. This is because transmission in settings/ schools is low and other infection control measures are in place such as:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces often using standard products.
- Minimising contact and mixing by altering, as much as possible, the environment (such as room layout) and timetables (such as staggered break times).

3.5 Cleaning

Please see section on page 9.

3.6 Health and Safety

Considering BAME groups are 3-4 times likely to be affected by COVID, is it safe for children and staff to return to settings/ school/work? If so, what additional precautions/risk assessments should settings/ schools and colleges take, particularly where they have a high proportion of their workforce in this vulnerable group?

Many settings/ schools will be finding they have individual members of staff who have specific vulnerabilities in relation to the transmission of Covid-19. BAME is one of a number of vulnerable groups. For these members of staff, some of the control measures you have put in place may not be sufficient. Where this is the case it is necessary for you, along with the staff member's involvement, to complete an individual risk assessment. A template for this is attached along with a guidance note. The document is two pages in total and is very simple to complete, with half of one page consisting of tick boxes for you to select from. It is important to talk to relevant staff and document your discussions and actions through the individual risk assessment process.

Please see individual risk assessments shared previously.

Is it worth asking staff to sign to say that they have read the Risk Assessment (like they do for Child Protection training)?

Yes. It is a legal requirement that the findings of risk assessments are shared with staff and you need to be able to evidence that this has been done. A signing sheet is an ideal way.

If we make changes to the risk assessment, do staff need to sign that they have read the changes, and if so, do we have to do this every time it changes?

Staff must be made aware of and understand any changes to the risk assessment and you should be able to evidence that this has taken place.

Are we expected to liaise with Unions on individual settings/ schools Risk Assessment, and if so do we go through our setting/ school Union Rep?

The local full-time trade union representatives have been consulted in the development of the risk assessment provided by the LA, however additional liaison with your setting/ school-based union rep is at your discretion.

Are there any risks associated with the use of air conditioning systems in setting/ school?

The risk of air conditioning spreading coronavirus is extremely low.

The HSE advises:

If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems. If you are unsure, speak to your heating ventilation and air conditioning (HVAC) engineers or advisers. Good ventilation is encouraged to help reduce the risk of spreading coronavirus.

What if the cleaners also work in another setting?

We have to accept that some people may have more than one job and we are not in a position to prevent them from working in more than one setting. If you are aware of cases where members of staff work in additional settings you should ensure control measures are in place such as asking the employee to wear clean overalls and washing their hands when coming into your setting.

What are the obligations of the PFI provider?

The PFI provider should co-operate with the setting/ school to ensure that the appropriate protective and preventative measures which have been identified in their risk assessment are in place and adhered to.

If low level trim trails or outdoor equipment is utilised by individual bubbles and safe to do so, do they need to be cleaned every time they are used?

Yes, the surfaces of outdoor play equipment and trim trails are high touch point areas and so would require cleaning each time they are used by different groups.

How do you clean the pages of a library book?

The main area of contact on library books will be front and the back covers, these should be wiped down. As an additional precaution, books can be in effect quarantined for 72 hours before they are shared with another user.

What if a staff member wants to stay away from work because a member of their household is shielding at home?

The government guidance is that the rest of the household do not need to start shielding themselves, but they should do what they can to support the person in shielding and to carefully follow guidance on social distancing:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Where an employee receives notification from the government that their child/family/household member falls within the extremely vulnerable group they will need to follow the government

guidelines immediately, in particular the guidance below has a section entitled 'living with other people':

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

4. Model Letter Templates

TEMPLATE 1: child showing symptoms within assigned group

SETTING/ SCHOOL HEADER, ADDRESS ETC
DATE

Dear XXX,

I am writing to inform you that one of the children 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/ school as arranged. Please be assured that the setting/ school 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 Track and Trace service via text message, email or phone. The setting/ school 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/ school.

If your child becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), please alert the setting/ school and do not send your child into the setting/ school. Follow the government guidance [COVID-19: guidance for households with possible coronavirus infection](#) and outlined below:

- Your child must stay at home for at least 7 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.
- Your child should get tested via NHS UK or by contacting NHS 119 via telephone if you do not have internet access. This also applies to any household member who develops symptoms.
- For anyone else in the household who starts displaying [symptoms](#), they need to stay at home for at least 7 days from when the symptoms appeared, 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.

TEMPLATE 2: Letters to all parents when a child/staff member has tested positive

SETTING/ SCHOOL HEADER, ADDRESS ETC

DATE

Dear XXX,

I am writing to inform you that a child/staff member within this setting/ school has tested positive for coronavirus. In line with advice from Public Health England, the setting/ school 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/ school 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/ school as normal (if closing outline opening date).

At the setting/ school 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 a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), please alert the setting/ school and do not send your child into the setting/ school. 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 7 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.
- For anyone else in the household who starts displaying [symptoms](#), they need to stay at home for at least 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period

If you or your child begin to show the above symptoms, we would also encourage you to follow the national guidance. 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 contact NHS 119 via telephone if you do not have internet access.

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/ school of positive results. If you have any concerns, please contact XXX who can discuss further.

TEMPLATE 3: Parents of children in the assigned group where child/staff member has tested positive

SETTING/ SCHOOL HEADER, ADDRESS ETC
DATE

Dear XXX,

I am writing to inform you that a child/staff member within this setting/ school has tested positive for coronavirus. In line with advice from Public Health England, the setting/ school 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/ school 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 Track 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/ school.

If you or your child begin to show the above symptoms you must follow the national guidance. 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 contact NHS 119 via telephone if you do not have internet access.

Please inform the setting/ school of any positive results.

XXX will be in touch with you to discuss XXX returning to the setting/ school 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,

TEMPLATE 4: Employee letter where employee is sent home with symptoms

SETTING/ SCHOOL 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 an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance in the link below: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Please make sure that you book a COVID-19 test immediately on NHS.uk/coronavirus or call 119 if you do not have internet access. This is because the test is most accurate in the first 5 days of having symptoms.

Please remember the symptoms are fever, a persistent or new cough, and loss of sense of smell and taste. 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 by the national booking system, which you will be directed to including a site at Manchester Airport and the Etihad Stadium premises.

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.

TEMPLATE 5: Letter to employee who has tested positive/negative

SETTING/ SCHOOL HEADER, 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 employee 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 xxxxxxxxx

If employee tests negative

The government guidance for those who test negative is that you can return to work providing you feel well and have been fever free for 48 hours 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

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/ school 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' for the North West region - 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 2 metres 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 of the below symptoms, you must self-isolate for 7 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 www.nhs.uk/coronavirus or call 119 if you have no internet access.

Symptoms include:

- 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)
- loss/change in your normal sense of smell or taste

If you test positive for coronavirus, the NHS track 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 Track 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.

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 2 meters away from others
- Avoid travelling in the same vehicle as other people from outside your household
- Avoid sitting/standing close to others on public transport (where possible)

If you are contacted by the NHS track 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.

As some lockdown restrictions have eased and you have more opportunities to get out and about, I'm sure the prospect of having to self-isolate for 14 days is not a welcomed thought. The best way to avoid having to self-isolate and to reduce the chances that you will contract the virus is to take precautions and don't be a contact!

A close contact of someone with confirmed COVID-19, who may be asked to isolate includes:

Household:

- household members
- people who have stayed overnight
- sexual contacts
- those living in shared accommodation
- a household cleaner

Or people who have had the following contact with the infected person:

- face-to-face contact or touching (less than 1m)
- direct contact within 2m for more than 15 minutes
- travelled in the same car/within 2 seats on a plane
- worked with them or been in a 'setting' they have visited (workplace/ GP/ childcare setting/ school/ hospital).

I would like to thank everyone for your continued support with home learning and the steps you are taking to keep our community safe. I will of course keep you updated on any news regarding our wider setting/ school opening and should you have any questions, please don't hesitate to contact me.

5. National Guidance Documents

This local guidance document has been based on national PHE, NHS and government guidance. Hyperlinks to key national guidance are displayed here for reference (click on the link to be taken to the relevant guidance/information online).

Social distancing for different groups

- [Stay at home: guidance for households with possible coronavirus \(COVID-19\) infection](#)
- [Guidance on social distancing for everyone in the UK](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

Guidance for contacts

- [Guidance for contacts of people with possible or confirmed COVID19](#)

Specific guidance for education and childcare settings

- [Guidance for setting/ schools and other educational settings](#)
- [Opening setting/ schools and educational settings to more pupils: guidance for parents and carers](#)
- [COVID-19: implementing protective measures in education and childcare settings](#)
- [Safe working in education, childcare and children's social care settings including the use of PPE](#)
- [Guidance on isolation for residential educational settings](#)

Testing

- [NHS: Testing for coronavirus](#)

Infection prevention and control

- [Safe working in education, childcare and children's social care settings including the use of PPE](#)
- [5 moments for hand hygiene: with how to hand rub and how to handwash. Posters](#)
- [Catch it. Bin it. Kill it.](#) Poster

Coronavirus Resource Centre posters

- Available [here](#)

6. Template to Record Setting/ school Absences

Template to record setting/ school 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/staff been assessed by GP, NHS 111 etc? Y/N/NK	Has the child/staff been tested? Y/N/NK	Is the child/staff reporting a positive test result? Y/N/NK	Is the child/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

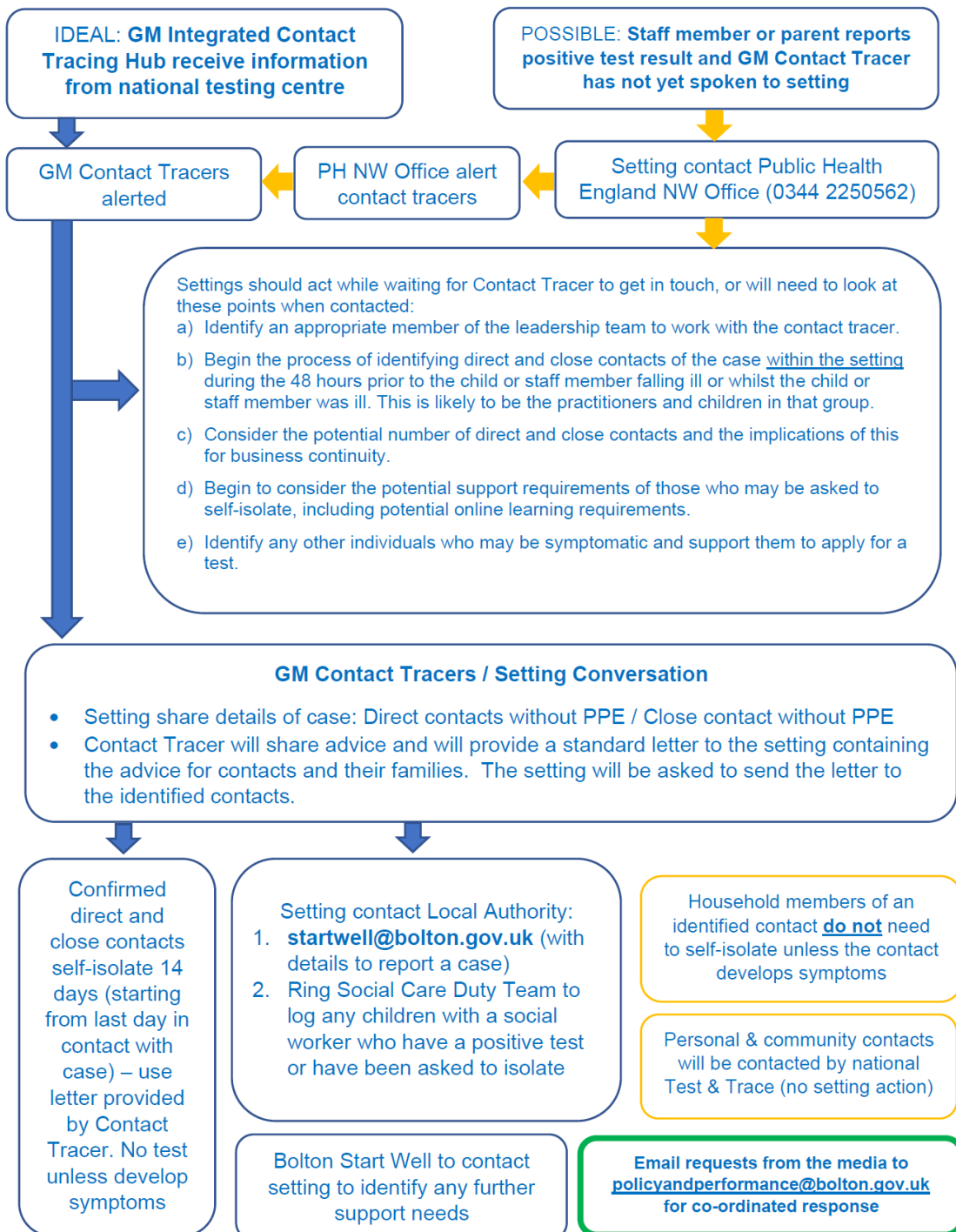
Symptoms ** T = Temp (≥ 37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

7. Exemplar Early Years & Childcare Settings Action Card Positive Covid-19 (Example developed with a Bolton setting/ school)

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"> • Close the bubble/group that the child/staff is part of. • Parents to be contacted to collect asap. Isolate as a bubble until collected. • Ask staff not to speak to media – queries to Manager / Deputy and emailed to policyandperformance@bolton.gov.uk for co-ordinated LA response 	<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"> • Close off the affected classroom/toilets etc and arrange a thorough clean and disinfect 	<ul style="list-style-type: none"> • Once all other rooms are empty, arrange for a thorough clean and disinfect of all other rooms. • Re-assess impact of closed classrooms on other bubbles and adapt site plan as required (including any changes to fire procedure).
<ul style="list-style-type: none"> • Contact Public Health England – North West Office (0344 2250562) 	<ul style="list-style-type: none"> • May have to speak to a member of staff and wait for a call back from a clinician. • Will need to provide the school postcode and the name of the person with the positive test. • 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. • Discussion around current actions and any further guidance as required.
<ul style="list-style-type: none"> • Contact relevant Governance Structures 	<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"> • Report case to the local authority via startwell@bolton.gov.uk – please give the listed information 	<ol style="list-style-type: none"> 1. Setting name 2. Age group / Bubble (i.e. whether whole group or part of a separate age group that has closed) 3. Estimated numbers asked to isolate 4. Number of children with a social worker who have been asked to stay away from setting 5. Expected reopening date
<ul style="list-style-type: none"> • Report any children with a social worker who will not be in school to Social Care (numbers below) 	<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"> Inform staff and parents of the situation by (emailed) letter Check in with all staff working in the building and provide support as necessary (staff welfare) 	<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

