



Public Health
England

Rotherham
Metropolitan
Borough Council 

Protecting and improving the nation's health

COVID-19 Resource Pack For Early Years Settings in Yorkshire and the Humber

Intended audience:

- **Children's Centres**
- **Private Nurseries**
- **Childminders**

Version 3

8th July 2020

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Introduction

From the 1st June 2020 childcare setting providers started to welcome back more children.

To enable this to happen safely, guidance for creating and maintaining safe settings covered the steps required. Through planning and implementing appropriate protective measures the risk of coronavirus (COVID-19) transmission can be reduced.

Coronavirus is still circulating in the country and if cases (either suspected or confirmed) are identified in early years settings members of staff need to know how to respond and manage them.

The process to follow is outlined in this document for the following:

- Management of a child or member of staff with COVID-19 like symptoms (Section 3)
- Management of a child or member of staff who tests positive for COVID-19 (Section 4)
- Arrangements for management of a possible outbreak (Section 5)

PLEASE NOTE

COVID-19 is a rapidly evolving situation, guidance may change at short notice.

Please check the date and version of this guidance on the title page.

We advise that in addition to this document you refer to:

- **The early years guidance on gov.uk**
<https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19>
- **Updates from Public Health England (PHE)**
- **Guidance and information issued by your local authority**

Key local contacts are given on page 4.

Section 1: Local Area Key Contacts

If you have 1 or more child or member of staff in your setting who has
TESTED POSITIVE
(This means they are a CONFIRMED case of COVID-19)

Please call Public Health England Yorkshire and Humber Health Protection
Team on:
0113 386 0300

A member of the team will be available 24/7 to advise.

If you're not sure if you're in the Yorkshire and Humber area you can find your local
Health Protection Team here: <https://www.gov.uk/health-protection-team>

Please complete the LA provided template which has been provided
separately (details of where to send this are included on the document.
This document will be used to assist monitoring of local cases).

If you have 1 child or member of staff has symptoms but has not yet been tested

See Section 3.1 and 3.2 of this document.

**You do NOT need to notify the PHE Yorkshire and Humber Health Protection
Team**

The appendices to this document (Appendix 1 and 2) are for internal school
use only and if they contain personal information should not be circulated
wider in line with GDPR requirements.

For other COVID-19 queries related to your setting, contact your Local Authority:
Early Years and Childcare Service at earlyeducation@rotherham.gov.uk or 01709
822549

If you have a general enquiry
about guidance for COVID-19 in
educational settings please call or
email the DfE helpline. This should
not be used to notify or seek
advice on possible or confirmed
cases.

0800 046 8687

**Lines are open from 8am to 6pm, Monday to
Friday, and 10am to 4pm at weekends.**

DfE.CoronavirusHelpline@education.gov.uk

Section 2: COVID-19 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)

What is the mode of transmission?

COVID-19 is passed from person to person mainly by large respiratory droplets (produced from sneezing, coughing, speaking, shouting and singing) 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. If someone without symptoms tests positive then it is from 48 hours before the positive test till 7 days after the test result.

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 the transmission of 'flu'.

Important Definitions

Confirmed Case definition

- Someone who has tested positive for COVID-19 with or without symptoms (new continuous cough, temperature or anosmia).

Contact definitions

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic (or 2 days before a test if no symptoms) up to 7 days from onset of symptoms (this is when they are infectious to others).

In an early years setting this will usually be:

- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - 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 COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

More guidance on contacts is available at:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Section 3.1: Management of a child or member of staff with COVID-19 like symptoms – NOT currently in setting

CHILD OR MEMBER OF STAFF HAS COVID-19 LIKE SYMPTOMS

- New continuous cough
 - Fever (temperature of 37.8°C or higher)
 - Loss of or change in, normal sense of taste or smell (anosmia)
- Most people with coronavirus have at least 1 of these symptoms



STAY AT HOME

If a child or member of staff has symptoms they should stay at home and follow the Stay at home guidance

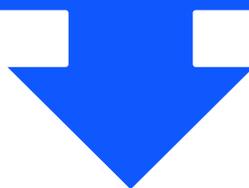


The child or member of staff with covid-19 like symptoms should self-isolate for 7 days

Children should get tested via [nhs.uk](https://www.nhs.uk) online or by calling 119

Members of staff can apply for an essential workers test

Members of their household should self-isolate for 14 days



**You DO NOT need to notify the
PHE Yorkshire and Humber Health Protection Team**



**You DO NOT need to notify the
Local Authority**

What should be done if a child or member of staff, NOT currently in the setting, develops COVID-19 symptoms?

Anyone who develops symptoms of COVID-19 should immediately self-isolate for 7 days from the onset of symptoms.

They should not attend the setting and should follow the steps below.

- Parent/Carer or member of staff should notify the setting of their absence.
- Setting should record and keep minimum dataset (see suggested template in Appendix 1): Reason for absence, date of onset of symptoms, symptoms, which room/group they are usually in etc.
- Direct to [Stay at home](#) guidance for isolation advice for child/member of staff and their households. The person with symptoms should isolate for 7 days starting from the first day of their symptoms.

Members of the household without symptoms should self-isolate for 14 days, this applies even if they are tested and are negative for COVID 19.

- Advise the parent/carer that they should arrange to get their child tested via nhs.uk online or by contacting NHS 119 via telephone if they do not have internet access.

The member of staff can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

- If the child or member of staff tests positive then they should follow the advice in Section 4 below.
- If the child or member of staff they test negative, other members of their household can stop self-isolating. If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.
- Children or members of staff in the same room or who are contacts of the person with COVID-19 symptoms do not need to self-isolate at this stage (unless they are in the same household e.g. sibling of the person who is unwell).
- There is no further action required by the setting at this time, and no need to notify the PHE Yorkshire and Humber Health Protection Team.
- There is no need to notify the Local Authority.

Section 3.2: Management of a child or member of staff who develops COVID-19 like symptoms whilst in setting

CHILD OR MEMBER OF STAFF DEVELOPS SYMPTOMS WHILST IN SETTING

- New continuous cough
 - Fever (temperature of 37.8°C or higher)
 - Loss of or change in, normal sense of taste or smell (anosmia)
- Most people with coronavirus have at least 1 of these symptoms

If a **CHILD** they should be Isolated away from others until they can be picked up.
(In an Early Years setting it is likely the child will need close contact by a member of staff and appropriate PPE should be worn)

If a **MEMBER OF STAFF** they should go home immediately and avoid contact with anyone else in the setting.

Child or member of staff goes home to self-isolate for 7 days.
They should get tested via [nhs.uk](https://www.nhs.uk) online or by calling 119.
Members of their household should self-isolate for 14 days.

You **DO NOT** need to notify the
PHE Yorkshire and Humber Health Protection Team

You **DO NOT** need to notify the
Local Authority

Environmental cleaning as per guidance on [gov.uk](https://www.gov.uk) for cleaning in non-healthcare settings

What should be done if someone becomes ill whilst at the setting?

If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be go home as soon as possible.

- If a member of staff they must go home immediately and avoid contact with anyone else in the setting
- Contact the child's parent or carer and request that they collect them as soon as possible. This is likely to raise anxiety and should be handled sensitively. They should be advised to arrange for their child to be tested via nhs.uk online or by contacting NHS 119 via telephone if they do not have internet access.
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. 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.
- In an Early Years setting it is likely the child will need close contact by a member of staff while they are waiting for their parent or carer to collect them.

The member of staff caring for the child should wear the following PPE.

- Disposable gloves
- Disposable plastic apron
- Fluid-resistant surgical face mask
- Eye protection (goggles, visor) should be worn ONLY if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting

When PPE is used, it is essential that it is used properly. Care should be taken to put on and take off PPE in the correct order to minimise the risk of cross contamination.

- The setting should record and keep the details of the incident in case it is needed for future case or outbreak management (see suggested template Appendix 2)

POSSIBLE CASE

- **There is no need to notify the PHE Yorkshire and Humber Health Protection Team of a possible case.**
- **There is no need to notify the Local Authority of a possible case.**

TEST RESULT POSITIVE

- **If the child or member of staff tests positive then the setting should call the PHE Yorkshire and Humber Health Protection Team on 0113 386 0300**
- **Please notify the Local Authority using the template provided**

What should be done if you have concerns there may be an outbreak?

- **If the setting has concerns there may be an outbreak, for example there is an overall increase in sickness absence reporting where COVID-19 is suspected (but where no tests have been done or results are available) then you should follow the advice in section 5 below and notify the PHE Yorkshire and Humber Health Protection Team on 0113 386 0300.**

Section 4: Management of child or staff member who tests positive for COVID-19

What to do if there is a confirmed case at the setting

CHILD OR STAFF MEMBER TESTS POSITIVE FOR COVID-19

THEY SHOULD NOT ATTEND THE SETTING

Child or member of staff self-isolates for 7 days
Members of their household self-isolate for 14 day

CALL
PHE YORKSHIRE AND HUMBER HEALTH PROTECTION TEAM
on 0113 386 0300

The PHE Yorkshire and Humber Health Protection Team will work with the setting to determine if any contacts in the setting need to self-isolate at home for 14 days.
This will be anyone who meets the contact definition on page 6.

Notify the Local Authority using the template provided

Environmental cleaning as per guidance on gov.uk for cleaning in non-healthcare settings

If a child or member of staff tests positive for COVID-19, the setting will be contacted by a contact tracer. This contact tracer may be based either in NHS Test and Trace or the PHE Yorkshire and Humber Health Protection Team.

You may learn about a positive case before the local authority or PHE Yorkshire and Humber Health Protection Team.

If the setting becomes aware of a confirmed case of COVID-19 in a child or member of staff please notify:

- **The PHE Yorkshire and Humber Health Protection Team on 0113 386 0300 (including out of hours)**
- **AND**
- **your local authority using the provided template.**

They will guide you through the risk assessment and what actions to take, including providing template communications for parents and contacts.

The setting will be asked to work with the contact tracer to identify contacts (See page 6 for definitions of contacts) of the case during the 48 hours prior to the child or member of staff becoming ill. This will be the Manager of the setting, appropriate member of the leadership team or individual Childminder.

Contacts are likely to be the children in the same room/group or in the case of a childminding setting all other children who attended at the same time, however each setting will be different. The PHE Yorkshire and Humber Health Protection Team will help you to identify which children and/or staff are contacts. To assist with that process it is helpful to have the names, grouping and dates of attendance of children and staff to hand.

The social distancing measures put in place by the settings outside the room should reduce the number of other contacts.

All contacts will be advised not to attend the setting and to self-isolate for 14 days starting from the day they were last in contact with the case during the cases infectious period. For example, if the case tests positive on Thursday and was last in the setting on the previous Monday, the first day of the 14 day period is the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

Contacts will not usually be tested unless they develop symptoms. 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>.

Section 5: Arrangements for management of a possible outbreak

2 or more confirmed cases of COVID-19 among children or members of staff in the setting within 14 days

OR

An overall increase in sickness absence reporting where COVID-19 is suspected

(but where NO tests have been done or results are available)

CALL PHE YORKSHIRE AND HUMBER
HEALTH PROTECTION TEAM
on 0113 386 0300

The PHE Yorkshire and Humber Health Protection Team will work with the setting to determine if anyone needs to self-isolate at home for 14 days.
This will be anyone who meets the contact definition on page 6.

Notify the Local Authority using the template provided

Environmental cleaning as per guidance on gov.uk for cleaning in non-healthcare settings

If you are aware of 2 confirmed cases (they have tested positive) or there is a high reported absence from the setting which is suspected to be COVID-19 related, please notify:

- **The PHE Yorkshire and Humber Health Protection Team on 0113 386 0300 (including out of hours)**

The PHE Yorkshire and Humber Health Protection Team and Local Authority will work with the setting to protect staff and children. This will include undertaking a risk assessment with the manager/childminder to identify contacts in the setting who will need to self-isolate at home for 14 days. This is likely to be the room/group in most cases.

It is also possible that you may be contacted by the PHE Yorkshire and the Humber Health Protection Team, or the local authority public health team, if they have identified that there have been 2 or more cases at the setting within 14 days. In that case, the same process of risk assessment and advice would be undertaken with the manager/childminder

Key information to have to hand when calling the PHE Yorkshire and Humber Health Protection Team, where possible, includes:

- Number of confirmed/possible cases
- Date of onset of first case
- Number of potential contacts
- Total number of staff and children / numbers in the affected room/group/bubbles
- Are any children or staff in hospital
- Any issues affecting safe operation of the setting
- Any communications already issued to parents or staff

The PHE Yorkshire and Humber Health Protection Team will also provide you with template communications to use with parents and contacts.

Any further actions and ongoing support will be discussed with the manager/childminder to support you to protect the health and wellbeing of your children and staff.

Section 6: Frequently Asked Questions

Please note

As COVID-19 is a rapidly evolving situation, guidance may change at short notice.

We advise that you refer to the Early year's settings guidance on gov.uk in addition to this document, and updates from PHE and your local authority.

Cases and contacts

What is a household?

A household is taken to mean anyone who the child or staff member lives with. Some people may have multiple households. It also includes anyone in their 'support bubble' (currently one other person who lives alone can join a **support bubble**¹ and not maintain social distancing).

Should a child/staff member come to setting 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 and follow the [Stay-at-home-guidance](#).

If the child subsequently develops symptoms they should isolate for 7 days from the date they developed symptoms. See [Stay-at-home-guidance](#).

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

Other children and staff can attend the setting 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 they should also be self-isolating at home for 14 days. See Section 3.1 (page 7) above

If the child tests positive for COVID-19, you should call the PHE Yorkshire and Humber Health Protection Team for support with identifying contacts for further advice. They will be able to provide you with template letters to parents/carers and anyone considered a contact. Contacts should self-isolate for 14 days. See Section 4 (page 12) above

¹ <https://www.gov.uk/guidance/meeting-people-from-outside-your-household#making-a-support-bubble-with-another-household>

If I am notified by a parent that their child has had a positive test do I need to advise the other children in their room/group not to attend setting or notify anybody?

You should call the PHE Yorkshire and Humber Health Protection Team to notify them of this confirmed case and follow the flowchart in Section 4 (page 11). They will support you to identify their contacts and provide further advice. Direct and close contacts will be advised to self-isolate for 14 days.

A household member of a child/member of staff is a contact of someone who tested positive for COVID-19, what should we do?

If a household member is known to be a contact of a confirmed case they will be advised to self-isolate and follow the [guidance for contacts](#).

Their contacts do not need to self-isolate, so a child or partner in the household would not need to self-isolate as long as no one in the household has symptoms or has tested positive.

If someone in the household develops symptoms or tests positive, the household should follow the guidance to stay at home and self-isolate.

Who is considered a contact in a setting?

The list of people who would be considered a contact is given on page 6 and 13 and is online at: <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Which contacts need to self-isolate?

Where the child, young person or member of staff tests positive and they had attended the setting in the 48 hours prior to developing symptoms, the setting will need to identify contacts. This will be done in conjunction with the PHE Yorkshire and Humber Health Protection Team, whom you should call if you have a confirmed case in your setting.

Household contacts and contacts in the community will be contacted by NHS Test and Trace and the setting does not need to contact these.

Can the siblings of a child who has been self-isolating because they are a contact of a case attend setting?

Yes, other household members of the contact do not need to self-isolate unless they are a contact of a confirmed case themselves.

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

Remind parents of the [government guidance](#) not to leave home if anyone in the household has symptoms and to seek a test via [NHS Test and Trace online](#) or calling 119.

Early years settings 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.

No-one with symptoms should be attending the setting and anyone who develops symptoms while at setting should be isolated and sent home as soon as possible.

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

A child or staff member with symptoms should follow the [Stay at home](#) guidance for self-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. The rest of their household should self-isolate for 14 days, even if they are tested and are negative for COVID-19.

If the child is a contact of a confirmed case they must stay off setting 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?

No, the child should complete 14 days of isolation.

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

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.

Early years settings 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 contacts of a confirmed case will need to be advised to self-isolate and not attend the setting. If there are a number of confirmed cases across different classes and year groups at the same time then the setting may be advised to close by the PHE Yorkshire and Humber Health Protection Team in consultation with other partners.

Testing

How can a parent/carer arrange testing?

The parent/carer can arrange for any child with symptoms to be tested via [nhs.uk](https://www.nhs.uk) or by contacting NHS 119 via telephone if they do not have internet access.

Will the setting be informed of any test results?

The setting will be informed if a child or staff member tests positive as part of NHS Test and Trace if they have been in attendance at setting whilst symptomatic. The setting will not be informed of any negative results and would not normally be informed of a result where the child has not attended setting while infectious.

How can a staff member get tested?

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

Can people be tested if they do not have symptoms?

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

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 support this, for example, by asking staff to be involved in remote education, carrying 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?

You should consult the latest [guidance on gov.uk](https://www.gov.uk/guidance/clinically-extremely-vulnerable) as the guidance changed on 7th July 2020.

Until 1 August 2020 children and staff who fall into this group should not be attending the setting.

Staff

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

No currently, only people who are symptomatic can access a test.

Can the setting still have supply staff come in if there has been multiple cases?

If there have been multiple cases in a setting you should ensure the PHE Yorkshire and Humber Health Protection Team and Local Authority are aware. The Local Authority will be able to advise regarding operational issues with staffing caused by self-isolation of staff.

Supply teachers, peripatetic teachers and/or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Settings should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of opening hours, they should. A record should be kept of all visitors

Why are staff and children not advised to wear PPE?

The majority of staff in early years settings will not require PPE beyond what they would normally need for their work. This is because transmission in settings is low and other infection control measures 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 or Early years settings.
- 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)

The exception to this is covered in section 3.2 when close contact is required with someone with COVID-19 symptoms.

Cleaning

What additional cleaning is necessary following a symptomatic or confirmed case?

It is important to concentrate on regular cleaning of frequently touched items / surfaces. This is likely to be highly effective as high contact surfaces will present the main risk in terms of indirect transmission. Regular cleaning should be thorough and maintained at all times so there is no need for additional cleaning.

Cleaning should include:

- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- Wear disposable or washing-up gloves and aprons for cleaning.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- All the disposable materials should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Do toilets need to be cleaned after every use?

Toilets are frequently touched surfaces, so they need to be cleaned frequently throughout the day, but not after every use (except if used by a symptomatic person whilst waiting to go home).

Increase the frequency of cleaning toilets to at least five times a day:

- before setting starts
- after morning break
- after lunch
- after afternoon break
- at the end of day

Apart from gloves and apron, there is no need for additional PPE.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 parts per million available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

All the disposable materials should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.

Section 7: National Guidance Documents

This local guidance document has been based on national PHE, NHS and government guidance. Links to key national guidance are displayed here for reference:

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 educational settings

- [Guidance for Early years settings and other educational settings](#)
- [Opening Early years settings 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](#)

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.](#)

Guidance on prevention

- Supporting children and young people with SEND as Early years settings and colleges prepare for wider opening
- [Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak](#)
- [supporting children and young people's mental health and wellbeing](#)
- [Parents and schools with clinically extremely vulnerable children](#)

The Department of Education's helpline for Early years settings - 0800 046 8687 – are available to respond to queries from Early years settings (particularly in relation to published guidance). Lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends.

Feedback

We will always try to provide clear and helpful advice but strive to make improvements wherever needed. To provide feedback or suggestions on this Early years settings pack please click [here](#) or go to:

<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=9IKLn8I63>

APPENDIX 1 – Template to record setting absences

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

Date	Name	Room	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

APPENDIX 2 – Template to record illness at setting

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

Date	Name	Room	Date/Time of onset of symptoms	Symptoms*	Time between detection of symptoms and isolation at setting	Did staff member wear PPE? ** Y/N

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

**** Only required if social distancing could not be observed**