

## **COVID-19 What to do If and When Policy**

**27/05/2020**

This document will be updated regularly and is a working document and will be removed once the pandemic is thought to be less of a threat and under government guidance.

### **Information about the virus**

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever
- loss of taste/smell

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer, and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

### **How COVID-19 is spread**

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 meters) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 meters) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

There is currently no good evidence that people who do not have symptoms are infectious to others.

### **Preventing the spread of infection**

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

- washing your hands often - with soap and water or use alcohol sanitizer if handwashing facilities are not available. This is particularly important after taking public transport
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin. [Catch it, Bin it, Kill it](#)
- people who feel unwell should stay at home and should not attend work or any education or childcare setting
- Staff and children should wash their hands:
  - before leaving home
  - on arrival at setting
  - after using the toilet
  - after different activities
  - before food preparation
  - before eating any food, including snacks
  - before leaving the nursery
- use an alcohol-based hand sanitizer that contains at least 70% alcohol if soap and water are not available
- avoid touching your eyes, nose, and mouth with unwashed hands

- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- if you are worried about your symptoms or those of a child or colleague, please inform management who will then contact parents or call NHS 111.
- see further information on the [Public Health England Blog](#) and the [NHS UK website](#).

Face masks for the public, children, or staff are not recommended to protect from infection, as there is no evidence of benefit from their use outside healthcare environments.

### **What to do if a case of COVID-19 is suspected at Bell House Nursery**

#### **What to do if child or adult becomes unwell and believe they have been exposed to COVID-19 (either through travel to a specified country or area or contact with a confirmed case)**

Contact parents to collect the child immediately, if they cannot be contacted Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), People who become unwell should be advised not to go to their GP, pharmacy, urgent care Centre or a hospital.

Whilst you wait for parent to arrive or advice from NHS 111 or an ambulance, try to find somewhere safe for the unwell person to sit which is at least 2 meters away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as the staff office. Open a window, for ventilation. You should avoid touching people, surfaces and objects and ask them to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you do not have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave. Staff need to follow out procedure of PPE.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

Make sure that children and young people know to tell a member of staff if they feel unwell.

There is no need to close the nursery or send other children or staff home. As a precautionary measure, the NHS are currently testing a very large number of people the vast majority of whom test negative. Therefore, until the outcome of test results is known there is no action that staff members need to take apart from cleaning specific areas and disposing of waste.

Once the results arrive, those who test negative for COVID-19 will be advised individually about return to nursery.

### **What to do if a case of COVID-19 is confirmed at Bell House**

The nursery will be contacted by the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of the setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment.

The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as children rooms and toilets will be given by the Health Protection Team.

If there is a confirmed case, a risk assessment will be undertaken by Clare or Andy Hayes with advice from the local Health Protection Team. In most cases, closure of the nursery will be unnecessary, but this will be a local decision based on various factors such as establishment size and pupil mixing.

### **What to do if children or staff in the nursery are contacts of a confirmed case of COVID-19**

The definition of a contact includes:

- any child or staff member living in the same household as a confirmed case,

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:

- they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance
- If they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
- if they become unwell with cough, fever, or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19

- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending nursery, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in the nursery the local Health Protection Team will provide us with advice and will work with the management team. Outside those that are defined as close contacts, the rest of the nursery does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the nursery. The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the nursery and (if they are old enough) the child. Advice should be given as follows:

- if they become unwell with cough, fever, or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

### **If a child or adult becomes unwell and believe they have been exposed to COVID-19:**

The child must be isolated in the same manner as an adult; however, where possible their key person should remain with them, keeping their distance from the child, at least 2 meters. If possible, find a room or area where they can be isolated behind a shut door, such as the Office, open a window for ventilation.

Staff member dealing with the child must follow our procedure with staff PPE

The child's parent would be called to collect the child immediately, 111 will also be called for advice and if required an ambulance will be called. The child should be off the nursery premises within one hour of becoming unwell.

After the child or staff member has left the room used for isolation will need to be deep cleaned, including any objects/items touched.

Staff member to go home and seek advice.

## **Guidance on cleaning the nursery after a case of COVID-19 (suspected or confirmed)**

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and D10, according to current recommended workplace legislation and practice.

These include:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

## **Disposing of waste in the nursery including tissues, if children or staff become unwell with suspected COVID-19**

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag, and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.

Should the individual test positive, the nursery will be instructed what to do with the waste.