



RISK ASSESSMENT FOR: Nursery Reopening June 1st, 2020 to address the potential spread of Covid 19

Assessment by: Nick Russell, Amy Hagemann, Katie Wellington

Date: 22.05.2020

All staff to have read, reviewed and signed and acknowledgment of this document before returning to work.
A copy to be emailed to parents and published on the website.

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done ?
<p>CLINICAL RISK TO INDIVIDUALS FROM COVID-19</p>	<p>Children and Staff</p> <p>Spread of COVID 19</p>	<p><i>Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your local authority on your plans.</i></p> <p>Actions: Identify (and record that this has been carried out for every individual) all staff and students who are either clinically vulnerable, clinically extremely vulnerable/shielded or have household members who are shielded</p> <p>'Clinically vulnerable' children and staff should follow the advice of their doctor.</p> <ul style="list-style-type: none"> • Those with a 'clinically vulnerable' household member can attend. • Those who are 'clinically extremely vulnerable'/shielded should not attend. <p>Explore barriers to attendance with parents/ carers where there are concerns.</p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to nursery until self-isolation is over, or a negative test is received. Self isolation guidance</p> <p>Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and owners.</p> <p>Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the nursery setting than at home.</p>	<p>Set up file for staff and pupils with medical evidence as required.</p>	<p>Directors and Management</p>	<p>28.5.20</p>	

		Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in nursery.				
STAFF LEVELS		<p><i>National Framework requirements:</i></p> <p><i>Consider options if necessary staffing levels can't be maintained (including Nursery leaders and key staff like designated safeguarding leads and first aid providers).</i></p> <p><i>Agree any flexible working arrangements needed to support changes to your usual patterns (for example, staggered start/end times).</i></p> <p>Actions: Make decisions on staffing levels dependent on numbers / needs of pupils present in nursery. Prior to opening, agree flexible working patterns to support changes to the nursery day/class arrangement. Review staffing levels and workloads daily. Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as bank staff, splitting rooms, management and directors cover & partial closure may be required in event of staff shortages.</p>	Staffing plan Weekly update identifying DSL/First aid	Directors and Management	ongoing	
DIRECT TRANSMISSION OF CORONAVIRUS IN THE NURSERY ENVIRONMENT THROUGH PERSON-TO-PERSON CONTACT/ COUGHING etc Physical arrangements	Staff, children / wider contacts Spread of COVID 19	<p><i>National Framework requirement:</i> <i>Decide the physical structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, class sizes, lunch sittings, use of staff areas. Agree how safety measures and messages will be implemented and displayed around nursery.</i></p> <p>Actions (Social distancing): Nursery aged children are not expected to stay 2m apart, but where they can be kept 2m from each other and staff, they should be. Ensure that children, and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups. All rooms to use staff:child ratios to split classes into small groups. Set up working areas and activities as far apart as possible. Designate areas for staff breaks that maintain social distancing and hygiene. Only staff members allowed in the setting except in the case of an emergency.</p>	Contact parents re position on their child returning to nursery for initial groups. Organise groupings Time table groups to reduce contact Set up rooms and outside areas to support social distancing.	Directors and room leaders	29.05.20	

<p>Physical arrangements (continued)</p> <p>Arranging rooms & limiting proximity</p>	<p>Staff, children /wider contacts</p> <p>Spread of COVID 19</p>	<p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres(DfE advice states primary and EYFS aged children cannot be expected to remain 2 m apart)</p> <p>Consider if 'unnecessary' equipment can be removed from rooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to maintain a safe distance between each other (2 metres) Children must be encouraged to do the same. Consider marking out areas to help pupils visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Consider timetable adaption to utilise larger spaces Re-plan sessions / activities to avoid shared resources. Daily boxes of resources to be used and rotated on a weekly basis</p> <p>Maximise opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff room/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p>Meetings/1-2-1s/training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Zoom etc.)</p> <p>Offices / IT suites etc Workstations acceptable distance apart (2m) / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks.</p> <p>Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Changing rooms Limitation of numbers introduce staggered use to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Toilets All children in a 'bubble' escorted to toilets and hygiene standards monitored.</p> <p>Outdoor space</p>	<p>Preparation of rooms and outside completed by 1.6.20.</p> <p>Access, exit and movement routes agreed and understood by all</p> <p>Play equipment allocated to each bubble group.</p> <p>Classroom resources restricted to easily cleanable materials. Pencils etc given to each child – plastic wallet for all resources labelled – use of dishwasher and washing machine to clean materials – can be placed within a pillowcase</p>	<p>All staff</p>	<p>01.06.20</p>
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		<p>Avoid any group activities that require pupils to be in close physical contact with each other. Limit numbers and clearly demarcate bubble zone areas. Increased supervision to aid enforcement of social distancing as far as is reasonable. Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>				
<p>DIRECT TRANSMISSION OF CORONAVIRUS IN THE NURSERY ENVIRONMENT THROUGH PERSON-TO-PERSON CONTACT/ COUGHING etc</p> <p>Organisational arrangements - timetabling</p>		<p><i>National Framework requirement:</i> <i>Decide the organisational structures needed to limit risks and limit movement around the building(s) (for example, staggered starts and lunch times, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around nursery.</i></p> <p><i>Agree what learning is appropriate, identify curriculum priorities, agree revised expectations and required adjustments in activities set.</i></p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> <i>EYFS should make reasonable endeavours to deliver the learning and development requirements as well as possible in the circumstances.</i> <p>Actions: Identify priorities for each age group, taking into account: mental health and wellbeing, any need for extra support to learn, where children are with their learning, adjustments to the curriculum, how best to support education of high needs groups. Liaison will be necessary between Nursery and Primary schools for Pre-school transition. Drop-off and pick-up, and any other pinch points when crowds may gather to be clearly demarcated and monitored by a senior staff member. Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, after each activity, before and after eating. Hands should also be washed after going to the toilet. Clearly communicate to parents/ carers the arrangements for before and after nursery, and request them to maintain social distancing of 2m while in public. Ensure all arrangements are clearly communicated to staff, parents/ carers and pupils.</p>	<p>EYFS planning and preparation meeting based on guidelines. Removal of soft play/furnishings Reduction of available equipment Daily Milton clean of all equipment</p> <p>Planning of reduced curriculum ensuring clear focus on mental and physical well-being in addition to core skills.</p> <p>Staggered entry with demarcated zones for parents with reminder on social distancing</p> <p>No extracurricular activities/visitors permitted</p>	Directors/Managers and Room Leaders	01.06.20	
<p>Organisational arrangements (continued) Access to & egress from site</p>	<p>Staff, Children / wider contacts</p> <p>Spread of COVID 19</p>	<p>Congestion and contact at at busy periods to be closely monitored at all times. Communicate changes and monitor drop off and pick-ups for parents.</p> <p>Monitor site access points to facilitate social distancing.</p> <p>Introduce visual aids/floor markings to help parents socially distance and supervise entry and collection.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Senior staff member to manage drop off and pick up and communicate to rooms through walkie-talkie when children arrive. No personal buggies/car seats etc to be stored in the nursery.</p> <p>Visitors Only essential visitors are allowed onto the nursery site.</p>	<p>Social distancing signs and markings at entrances and in office</p> <p>Instructions sent to parents attending Ensure all doors are able to remain open to avoid the need to touch</p>	All staff	01.06.20	

		<p>Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the nursery. Signage in reception regarding good hygiene.</p> <p>Staff On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	Sanitiser station at entrance and in each room			
INDIRECT TRANSMISSION OF CORONAVIRUS THROUGH SURFACE CONTAMINATION		<p><i>National framework requirement: Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, toys, practical equipment).</i></p> <p>Actions (hygiene) Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up. Ensure soap and hand towels are regularly topped up at all washing stations. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Site staff to regularly monitor and clean the hand washing facilities. Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. Tissues will be provided for rooms. Staff to replenish as needed. Ensure bins are provided for tissues in every room.</p>	<p>Order cleaning products and allocate set to each room</p> <p>System for handwashing at key points throughout the day set</p> <p>Hygiene posters and teaching/monitoring for children</p>	Directors and Senior Staff	ongoing	
Cleaning	<p>Staff, children/ wider contacts</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirement: Decide what an enhanced cleaning schedule looks like and how it will be implemented in your nursery (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</i></p> <p>Actions (cleaning)</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels after each use.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p>	<p>Increase cleaning schedule.</p> <p>Have a clear agreed plan on areas to be cleaned and frequency. Complete risk assessment with cleaners. Monitor adherence</p>	All staff	ongoing	

		<p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a suspected contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the nursery / contract cleaners are to be used. Nursery to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the nursery site each day in particular to the cleaning required for door handles and taps etc.</p>				
<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, children/ wider contacts</p> <p>Spread of COVID 19</p>	<p>Actions (cleaning – continued)</p> <p>Children to be supplied with cardboard cups to be recycled after drinking. Babies and toddlers to use their own designated cups/bottles/beakers clearly marked and stored appropriately.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources Re-plan sessions / activities to avoid shared resources.</p> <p>All shared resources to be cleaned after use and built into end of activity routines.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	<p>Ensure each child has their labelled water bottle in nursery.- how to keep these – currently all by the sink- how to keep clean e.g. Milton at end of day. Need label on lid and body of bottle.</p> <p>Each room, staffroom and office to have cleaning pack to include disinfectant/wipes, blue</p>	<p>All staff</p>	<p>ongoing</p>	

			roll/HToves/masks/lidded bin/sanitizer			
ADHERENCE TO RULES WITHIN NURSERY		<p><i>National framework requirements:</i> <i>Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to nursery staff, students and parents and review uniform expectations.</i></p> <p>Actions: Update behaviour policies Communicate the new rules to staff, students and parents Reinforce the new rules through daily teacher reminders Display the new rules prominently through the nursery and at the door Staff to be supplied with multiple uniform and uniform to be left on site and washed daily.</p>	<p>Clarify rules with all staff via video meeting and pre-opening walk round (social distancing to be adhered) Reinforce in evening briefings</p> <p>Print out reminder posters and display around nursery</p>	Directors/Managers	01.06.20	
Lunchtimes/snack times	<p>Staff, Children/wider contacts</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirements:</i> <i>Work with your catering supplier to ensure meals are available for all children in nursery. Also, consider your arrangements for those year groups still out of nursery and eligible for benefits related free nursery meals.</i> <i>Guidance:</i></p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>Staff break times should be staggered to reduce congestion and contact at all times.</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should be kept as far apart as possible (2 metres) whilst eating.</p> <p>Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to eat in their allocated groups. Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each group.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in room/outdoors etc.</p> <p>Drinking water should be provided with enhanced cleaning measures of the taps.</p>	<p>Meet with catering lead staff to plan</p> <p>Ensure all staff know time and space allocations</p> <p>Additional cleaning required – discuss with JN</p>	Director/managers catering lead	ongoing	

		<p>All rubbish and waste should be put straight in the bin by the staff leader and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, etc.</p>				
Travel off site	<p>Staff, children / wider contacts</p> <p>Spread of COVID 19</p>	<p>Travel is only required for essential purposes. No offsite visits run.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>All staff urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals may consider wearing a non-medical face covering, if it can be done safely.</p> <p>Where travel is essential, use private single occupancy where possible.</p>	<p>All trips cancelled</p> <p>Non surgical masks provided for staff using public transport</p>	Director/Senior Staff	ongoing	
Contractors	<p>Contractors, Staff, children / wider contacts,</p> <p>Spread of COVID 19</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the nursery are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p> <p>Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). Nursery to seek confirmation of the contractors method statement / risk assessment.</p>	<p>Minimise any need for external staff and ensure they read and follow guidance.</p> <p>Produce updated visitor leaflet to be given to all visitors</p>	Directors and Senior Staff	ongoing	
Lack of awareness of PHE / nursery controls	<p>Staff, Children / wider contacts</p> <p>Spread of COVID 19</p>	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Ensure good, clear communications with parents/carers and wider nursery community</p>	Posters displayed	Directors and Senior Staff	01.06.20	

<p>Provision of first aid</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>Arrangement for only one person being treated in the first aid at a time and allocate another room / area as a waiting/collection area.</p> <p>Daily medication is administered by group leader if trained to do so.</p>	<p>COVID awareness Training for first aiders. PPE available and must be used</p>	<p>All staff</p>		
<p>Provision of intimate care</p>	<p>Staff, Children / wider contacts</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirement:</i></p> <p><i>Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</i></p> <p>Establish procurement route, stock monitoring and ordering system. Ensure staff know the whereabouts of PPE, and are trained to use it safely.</p> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> · children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. · PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms. <p>Guidance: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>PPE is required if a child or staff falls ill and requires direct personal care on site:</p> <ul style="list-style-type: none"> ● Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ● Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ● Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) <p>Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p>	<p>PPE stocks purchased and stock to be monitored</p> <p>Small stock available for emergency use in each room, central stock retained by office</p>	<p>Directors and Managers</p>	<p>01.06.20</p>	
<p>Emergency procedures (Fire alarm activations etc)</p>	<p>Staff, Children / wider contacts</p> <p>Spread of COVID 19</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to staff and children.</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p>	<p>Review evacuation plans and communicate to staff</p>		<p>ongoing</p>	

Deliveries & Waste collection.	Staff, Children / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Clarify protocols for parcel delivery with office. Parcels left by door contact free	Directors and Managers	ongoing	
Premises safety	Staff/ Children Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thorough in areas of the nursery which have been closed for period of time. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	Continue all compliance checks. Review all procedures are completed prior to return of more pupils	Directors and Managers		
SUSPECTED CASE ON-SITE	Staff, Children / wider contacts Spread of COVID 19	National Framework requirement: Plan the nursery level response should someone fall ill on site (in line with relevant government guidance). Main symptoms of COVID-19 are a temperature (37.5°C or chest/back feeling hot to the touch) and/ or new, continuous cough Actions: Establish protocol and train all staff on swift and safe response to suspected cases on site. Communicate protocol clearly to parents and carers. Designate waiting room/s for symptomatic child/children waiting to be collected. Acquire PPE ¹ for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system. Parents to be advised on self-isolation where Covid is suspected or confirmed. Set up log of symptomatic individuals, tests taken, test results. E.g. Considerations for protocol: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions <ul style="list-style-type: none"> ● Ensure all children are reminded daily to inform their key worker if they feel poorly ● Establish clear communication protocol in nursery, for quickly notifying key staff and parent/carer ● Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training ● Child/ staff member with symptoms should go home as soon as possible. 	Use government guidance to plan response. Share protocol – Management to take responsibility for any suspected case. Katie's Kitchen to be designated waiting room. Stock of appropriate PPE to be kept in Katie's Kitchen	Director and Management		

¹ Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum.

- While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others
- PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site:
 - Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained
 - Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary
 - Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)
- Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help
- Advise that testing is available for symptomatic staff <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> and children (aged 5 or over, via [111 online service](#); aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly
- Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Clean the affected area with normal household disinfectant
- Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive.
- Directors and Management follow up if test result is not received.
- If a staff member tests positive for coronavirus, they will be sent home and advised to self-isolate for 14 days. Parents will be informed as will Public Health England. Children in the group will need to isolate for 14 days. Deep cleaning sanitising measures will be put in place.
- Log completed.

Always call 999 in an emergency.

Isolation rules <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>:

- Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist).
- Household members should self-isolate for 14 days.
- If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms.
- There is no need for households to start their isolation again if a second member falls ill.
- On receipt of a negative test result, a pupil or staff member may return.

Testing is available for all staff, pupils who are eligible to return to nursery, and their households.

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-nurserys-for-more-children-and-young-people-initial-planning-framework-for-nurserys-in-enHTand>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-nursery-premises-during-the-coronavirus-outbreak/managing-nursery-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>