

Childcare Provider Name	Littleport Community Preschool
Activity / Task	COVID-19 Risk Management Assessment (Childcare Settings)
Completed by & Date	12/01/2021
Review Date	15/02/2021

What are the hazards?	Who might be harmed and how?	What are you doing already/what are you planning to do ?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in the setting		<ul style="list-style-type: none"> Provider should review the total space available for delivery of the childcare whilst keeping groups of children as separate as possible Maximum numbers will be reviewed on a weekly basis and increased/decreased to ensure best endeavours to maintain the health and safety of children and staff. Consider how the mixing of groups can be reduced, e.g. by keeping individual rooms separate Ensure that the same staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, considering the need for staff breaks and lunch cover Ensure that the setting has details of each 	<ul style="list-style-type: none"> It has been recognised that social distancing for young children is much more difficult, however staff will try and practise social distancing where possible and children will be educated and encouraged to 'catch it, bin it, kill it', wash hands thoroughly for 20 seconds, sneeze/cough in to their elbow to try and mitigate risk. Staffing levels have been reviewed and subsequently reduced 	All Staff		Done/ongoing

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		<p>bubble/group (names/D.O.B) and that these are kept up to date and are stored centrally where they are readily accessible if required to inform Public Health England due to positive confirmed case of Covid-19.</p> <ul style="list-style-type: none"> • Ensure as much information as possible is gathered regarding each child attending the setting regarding their circumstances e.g. living arrangements, does the child have contact with both parents if separated? • Ensure that fire exit routes are not compromised. Furniture and equipment will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved. • Has the building Equalities Act Assessment (previously DDA Assessments) been reviewed against the proposed changes? • Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination. • Remove soft toys and furnishings and 	<p>whilst still ensuring that we are meeting the legal requirements regarding staff:child ratios.</p> <ul style="list-style-type: none"> • Staff breaks have been amended to reduce the amount of staff in the office at any one time. • We have contacted all families, and have confirmed the number of children who will still be attending during this time. These children have formed a 'group' and this will now remain the case unless any parents/carers choose to not send their child in at a later date. • Children and staff records are all up to date. Parents/Carers to inform us if any details change. • We have reduced the number of toys/resources available during this time. Soft toys and furnishings have been removed. 	<ul style="list-style-type: none"> • Parents/ Carers • Parents/ Carers 		Done/ongoing

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		<p>resources that cannot easily be cleaned.</p> <ul style="list-style-type: none"> • Risk assess malleable materials such as sand and play dough and consider what steps need to be taken to mitigate risk, e.g. children washing hands before and after use, material use limited to small, consistent groups and the changing or cleaning of the material, cleaning and drying of the area between groups • Staff should have their own frequently used resources that are not shared such as pens. • Provide visuals such as posters/floor markings to support social distancing. • Ensure there is a process in place for the management of deliveries. • Plan to use outdoor space as much as possible, ensuring children are given equal opportunities for outdoor play. • Ensure that visitors attending the session are there for essential purposes and try to ensure non-essential visits are carried out when children are not present, e.g. routine maintenance. • Suspend any sessions run by external providers not directly required for children's health or wellbeing • consideration should be given to staff and 	<ul style="list-style-type: none"> • Sand will not be available during this time • Playdough will not be available during this time. • Water play will be available but children will wash their hands before and after playing. • Staff have their own pencil case with their own resources labelled with their name. • Social distancing markers are in place outside the preschool and on school grounds as are visual prompts outlining our one way system. • Deliveries are being handled with care. Staff wear PPE when accepting a delivery and it is left untouched for 72 hours. • Our outside provision is being utilised as much as possible. • Visitors are not allowed 			

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		<p>children with protected characteristics from groups where a disparity has been shown by the review of disparities in risks and outcomes (for example, age and sex, where someone lives, deprivation, ethnicity and/or people's occupation).</p>	<p>unless deemed essential/emergency</p> <ul style="list-style-type: none"> • Forest school has been postponed • Mrs Melody music sessions have been postponed 			
Use of face coverings		<ul style="list-style-type: none"> • Consider if there are any parts of the building where social distancing is impossible and whether face coverings should be worn in these areas. • Consider the use of face coverings when working with children if working in close contact, balancing the advantages of reduction in transmission with the disadvantages to children's learning and development. Consider times when face coverings are not needed, e.g. whilst outside. • Ensure that staff are aware on how to safely wear and remove face coverings, for example by sharing this 	<ul style="list-style-type: none"> • Face coverings to be worn by staff and parents/carers on school grounds (if medically able to do so). • Staff to wear face coverings when walking through the attached Primary School. • All staff have been provided with full PPE including face coverings and visors 	<p>Staff Parents/Carers</p> <p>Staff</p> <p>Staff</p>		Done/ongoing

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		<p><u>video from the BBC.</u></p> <ul style="list-style-type: none"> • If face coverings are being used ensure that there is safe storage and adequate washing facilities for the coverings when not in use. • Ensure that visors are worn in addition to face coverings, not instead of them and that staff understand that they do not provide protection alone. • Employers must be sympathetic to staff members and parents/carers <u>who are not required to wear face coverings.</u> • Consider asking parents/carers to wear face coverings at drop off and pick up times or whilst conversing with staff and ensure this is communicated to parents/carers clearly. 	<p>and are being encouraged to wear these at all times as social distancing is not always possible.</p>			
Cleaning		<ul style="list-style-type: none"> • Provider should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and children return to the setting. 	<ul style="list-style-type: none"> • If you have been informed that someone has tested positive with covid-19 then any area/room they have 	Staff and Parents/Carers		Done/ongoing

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		<ul style="list-style-type: none"> • Very frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, tables and chairs. • Where possible ensure surfaces are kept clear to enable cleaning • If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured if possible for 72 hours then undergo a thorough clean. • Ensure the COSHH risk assessment for cleaning/caretaker activities has 	<p>accessed should be secured if possible for 72 hours then undergo a thorough clean.</p> <ul style="list-style-type: none"> • At the end of each day, the setting will be cleaned by our cleaner. • An ongoing rigorous cleaning schedule is in place of all toys/resources and equipment • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • Consider whether any outdoor play equipment should be used and if so ensure children/staff wash their hands afterwards. 	<p>Littleport Community Primary School</p> <p>All Staff</p> <p>Corin/Lisa/Kelly</p> <p>*Lisa/Kelly</p>		

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		<p>identified the correct process and PPE to be worn.</p> <ul style="list-style-type: none"> Surfaces should be washed with hot soapy water, then sprayed with disinfectant and left for at least 60 seconds (or the manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time. If large outdoor play equipment is in use ensure children/staff wash their hands afterwards and the equipment should be cleaned frequently. Ensure outdoor areas are cleaned between different groups using them. If small groups are accessing different areas these must be cleaned between different groups accessing them. 				
Catering facilities		<ul style="list-style-type: none"> Consideration for food preparation and how to manage, how social distancing can be achieved in the kitchen area. Ensure that there are clear procedures for maintaining stringent cleaning processes for food preparation areas, dining areas and table coverings. Ensure the facilities comply with <u>guidance for food businesses on coronavirus</u> 	<p>Staff to take breaks separately to limit the amount of people in the office/staff room at any one time. Staff to wipe down surfaces and equipment used on their break.</p> <p>Social distancing to be adhered to when making drinks</p>	Staff		Done/ongoing

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		<u>(COVID-19)</u>	<p>Children to be provided their own individual drinking cup which will then be washed in the dishwasher on a hot wash and a Milton tablet.</p> <p>Only pre-packed food will be accepted from parents (eg a bag of apples, bag of carrots etc). Loose items not in original packaging will not be accepted.</p>			
Fire Safety		<ul style="list-style-type: none"> • Ensure all emergency escape routes / doors are fully operational and kept clear. • Reminders to staff and children that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 		Lisa/Kelly		Done/ongoing
Drop off and pick up arrangements .		<ul style="list-style-type: none"> • One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings and face coverings if needed • Parents should not be allowed in the setting unless this is essential, wherever possible handovers should take place outside. • Parents supporting children with settling in should stay no longer than one hour, wear a face covering, avoid close contact 	<ul style="list-style-type: none"> • Tables and boxes have been clearly marked outside the preschool entrance for parents/carers to place their childrens belongings/lunchboxes/book bags inside. This prevents parents/carers passing items to staff and putting at risk safe social 	Staff/Parents/Carers		Done/ongoing

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		<p>with other children and be made aware of the settings protective measures.</p> <ul style="list-style-type: none"> • Wipes and sanitiser available at both sides of doors. • Increased cleaning of handles and touch plates. • Allocated/staggered drop off and collection times • Consider drop off and pick up arrangements to reduce congestion including using floor markings, staggered times and requesting that only one adult attends • Consider asking parents: <ul style="list-style-type: none"> ○ Not to pick up or drop off friend's children if they are in a different group/bubble ○ To ensure they follow government requirements and socially distance their family from others during their daily lives • Inform parents that if they repeatedly ignore the advice and government requirements they will be refused entry to the setting and their child's place could be withdrawn. • Priority must be given to disabled users and those identified as having health 	<p>distancing.</p> <ul style="list-style-type: none"> • Parents/carers are not to enter the preschool premises during this time except in an emergency. • Parents/carers to wear a face covering on school grounds (if medically able to do so) and to practise social distancing at all times. • Only one parent/carer to drop off/collect their child/ren from the setting to limit the number of people on school grounds. 			

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		<p>related issues.</p> <ul style="list-style-type: none"> Provide relevant guidance to parents on drop off and pick up arrangements. 				
Visitors		<ul style="list-style-type: none"> Visits should be restricted to those that are necessary. Visits should be planned outside usual hours if possible External providers not directly required for children's health and wellbeing should be suspended A record should be kept of all visits Peripatetic teachers may be used, however settings should limit the number of visits Supply staff may be used but longer placements should be agreed, e.g. the full period of cover needed Student placements may be offered but consideration should be given to managing the risk, e.g. longer placements, social distancing 	○			Done/ongoing
First Aid		<ul style="list-style-type: none"> Access to first aid facilities is maintained and the setting is suitably stocked with first aid sundries. Staff or children with medical needs have been assessed and relevant consents are in place. Staff have been trained in the 	○	Kelly/Lisa		Done/ongoing

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		<p>use of medications and increased level of control applied, to include the use of PPE if required.</p> <ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19. 				
Waste		<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in the premises and in external areas that are in use in order that waste materials can be managed safely Provide bins with lids, preferably foot pedal operated. Bins should be emptied at least daily. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 		All Staff		Done/ongoing
Staff/children who are clinically vulnerable, clinically extremely vulnerable & staff members who are		<ul style="list-style-type: none"> Staff/children that meet the criteria as <u>moderate risk of infection or clinically vulnerable</u> e.g. diabetics, those who are <u>pregnant</u>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/setting and can work/attend the setting (if working from home is not possible). Whilst the region is in Tier 4 and during 	Not applicable at the moment			

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pregnant		<p>National Lockdown, <i>clinically extremely vulnerable</i> staff and children should not attend the setting and should resume shielding.</p> <ul style="list-style-type: none"> Risks to new and expectant mothers in the workplace should be considered and added to this risk assessment. These should be reviewed if a member of staff notifies the provider that they are expecting. Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the <u>guidance for pregnant employees</u> 				
Contractors		<ul style="list-style-type: none"> All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include covid-19</u>. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 		Caretaker		Done/o ngoing
Property Compliance		<ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist completed. Fortnightly flushing of all hot and cold 		All Staff/ Caretaker		Done/o ngoing

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		<p>water outputs have been undertaken</p> <ul style="list-style-type: none"> • Monthly checks on water systems are undertaken. • Check with landlord re any concerns to ensure that the appropriate checks are in place to ensure the safety of all the premises occupants (e.g. fire alarm testing, legionella testing etc) 				
Hygiene		<ul style="list-style-type: none"> • The setting has a suitable supply of soap and access to warm water for washing hands. • Appropriate controls are in place to ensure the suitable sanitisation of childrens hands on arrival at the setting, following outdoor play, before meals and following the use of toilets. • Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use. • Plan to use outdoor space as often as possible during the day. • Monitor the use of hand sanitiser with young children to ensure it is not ingested 		All Staff		Done/ongoing

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Sleep arrangements		<p>Consider sleeping arrangements for very young children:</p> <ul style="list-style-type: none"> ○ Is the bedding stored separately or cleaned daily? ○ Are the cots/beds a suitable distance apart? ○ Is the room well ventilated (but not too cold, or are the children suitably dressed for the temperature)? ○ Are there separate sleeping arrangements for each room/bubble? ○ How are the children monitored whilst they are sleeping? Is it by an adult from their own room/bubble? 				Done/ongoing
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> ○ If a member of staff has become ill with COVID-19 due to exposure in the setting, RIDDOR must be informed using the online form available here. ○ If child or staff member has a confirmed case of Covid-19, the setting will contact CCC Early Years Service using earlyyears.service@cambridgeshire.gov.uk and give the following details: ○ Setting name & address <ul style="list-style-type: none"> ○ Primary contact at setting ○ How many children in total attend the setting ○ How many are attending at the time of this discussion ○ Number of potentially at risk (total staff 		Kelly/Lisa		Done/ongoing

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		<p>and children) e.g. how many within the child's 'bubble'</p> <ul style="list-style-type: none"> ○ Number of people who have been in 'close contact' with the suspected case – please see the definition of close contact at the end. ○ Number of suspected cases ○ Number of confirmed cases ○ The LA will carry out a risk assessment based on the above information and work with the setting to implement it. ○ If an outbreak or confirmed case occurs, the setting will be responsible for communicating with parents and staff, using template letters provided by the LA which have been personalised and saved it on the electronically on the system (All other letters will be provided by the PHE HPT at the time they are required). ○ <i>If the number of cases exceeds 2 within 14 days AND/OR</i> <ul style="list-style-type: none"> • <i>you have taken the action outlined but are still seeing more cases</i> • <i>you are thinking you might need to close because of the number of people affected</i> • <i>a child or staff member in your setting has been admitted to hospital</i> • <i>you are getting significant interest from local media</i> 				

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		<p>Please contact earlyyears.service@cambridgeshire.gov.uk for additional support.</p> <ul style="list-style-type: none"> ○ The manager will monitor the absenteeism rate, and if concerned that an increase could be related to COVID-19, will notify the PHE HPT. ○ As part of the national test and trace programme, if other cases are detected within the setting, PHE local health protection teams will be contacted to conduct a rapid investigation and will advise settings on the most appropriate action to take 				
Administrative Staff		<ul style="list-style-type: none"> ● Staff shift rota to be in place so as to keep social distances for admin staff in office areas. 	*Admin Member of staff is working from home where possible.			
Personal Protective Equipment		<ul style="list-style-type: none"> ● Follow government guidance with regard to the use of PPE in educational and childcare settings ● Assess the need to issue employees with appropriate Personal Protective Equipment. ● Re-usable PPE should be thoroughly cleaned after use and not shared between staff. ● Ensure that staff are trained in how to use PPE and can put on, take off and dispose of PPE correctly. 		Lisa/Kelly/Corin		Done/ongoing

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Staffroom areas		<ul style="list-style-type: none"> • Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. • Staff rooms should be assessed to see the number of people who can sit safely ideally 2m and at least 1m apart. Face coverings should be worn if staff are unable to sit 2m apart (but at least 1m) after they have eaten their food if they remain in the staff room. Staff rooms should be well ventilated, ideally with open window/s. Where possible staff should be encouraged to use their own cutlery and crockery. 		All Staff		Done/ongoing
Staff behaviours		<ul style="list-style-type: none"> • Staff should not car share to attend the setting (this is not allowed during National Lockdown) • Staff should be reminded to maintain social distancing with other staff members both throughout the working day and outside of work 		All Staff		Done/ongoing
Transmission of Covid-19 within the setting		<ul style="list-style-type: none"> • Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: <ul style="list-style-type: none"> ○ A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their 		Kelly/Lisa All Staff		Done/ongoing

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		<p>temperature)</p> <ul style="list-style-type: none"> ○ A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) ○ Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal <ul style="list-style-type: none"> • Adults who are displaying symptoms, or have experienced symptoms in the last 10 days are not permitted to enter the building and will be advised to self isolate at home for 10 days from the day after their symptoms started. A poster will be displayed at all entrances advising adults of this. • If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to self-isolate for 10 full days from the day after their symptoms started. Their fellow household members will be advised to self-isolate for 10 days. All children and staff will be directed to the NHS Test and Trace portal if they display symptoms of coronavirus to book a test and tracing of contacts to take place: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ • The isolation period includes the day the 		Parents/Carers		

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		<p>symptoms started and the next 10 full days</p> <ul style="list-style-type: none"> • If any of the individual's household members are also present at the setting they will need to be sent home at the same time • The national guidance does not deem isolation of a bubble/group necessary on the basis of symptoms only. However, this should be considered on a case by case basis. • The manager will support the family/staff member and ensure the outcome of the test is passed to the setting without delay. • The manager will ensure relevant processes are followed when a child/staff member displays symptoms: • Inform the LA using the inbox earlyyears.service@cambridgeshire.gov.uk so appropriate operational support can be offered. The email will include: <ul style="list-style-type: none"> • Name of setting • Number of children/members of staff with symptoms • Confirmation that the child/member of staff has booked a test • Clear guidance will be given to parents to communicate the setting and national protocols. Consider creating a Post-COVID-19 Lockdown Re-opening policy which can be sent to all parents and the Letter to inform parents of the Test and Trace process. • Identify an area where any child 				

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		<p>displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them.</p> <ul style="list-style-type: none"> • Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly. • Consider how the isolation area can be easily cleaned after use. • Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition. 				
Recruitment		<ul style="list-style-type: none"> • Consider whether interviews can be carried out virtually or out of hours • all legally required checks must be carried out before a new member of staff starts work 		Kelly/Lisa		
Outings		<ul style="list-style-type: none"> • Outings must be risk assessed separately to consider: • Suitable hand washing facilities • Whether staff and children can stay 2m away from other members of the public • Whether there is adequate ventilation at the venue • How the children will arrive at the venue • Adults must wear face coverings where they are legally required to do so e.g. on 	<ul style="list-style-type: none"> • No outings during this time. 			

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		public transport or in shops				

Useful Guidance

[Education and Childcare settings: National Lockdown from 5 January 2021](#)

[Actions for Early Years and Childcare Providers in the Coronavirus \(Covid-19\) Outbreak](#)

[What to do if a child is displaying symptoms of coronavirus \(COVID 19\).](#)

[Early years action card](#)

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

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

General staff and pupil advice on limiting the spread of coronavirus in the childcare setting

Government advice is clear that PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Public Health Definition of “close contact”

The definition of close contact which will be used in the Test and Trace process to support decisions making by Public Health England around the closure of bubbles is people who:

Have been close to someone who has tested positive for coronavirus (COVID-19) with a Polymerase Chain Reaction (PCR) test. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.

A close contact includes:

- *anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)*
- *anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR test:*
 - *face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time*
 - *been within 1 metre for 1 minute or longer without face-to-face contact*
 - *been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)*
 - *travelled in the same vehicle or a plane*