



Policy for dealing with COVID-19 within Heart Preschool

Policy created 02/05/2020

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Information about the virus

A coronavirus is a new strain of virus which is common across the world.

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

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 metres) 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 metres) 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 sanitiser 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. See [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
- Children, students, staff and visitors should wash their hands:



- before leaving home
- on arrival at school
- after using the toilet
- after breaks and sporting activities
- before food preparation
- before eating any food, including snacks
- before leaving school
- use an alcohol-based hand sanitiser that contains at least 60% 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 call NHS 111. Do not go directly to your GP or other healthcare environment
- see further information on the [Public Health England Blog](#) and the [NHS UK website](#).

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

Cleaning Routines:

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned or not cleaned to a high enough standard the following will be put in place:

- All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day by Preschool staff, this includes all door handles, lap top key boards, Ipads, door release handles, light switches, telephones, walkie talkies, office desks, printers.
- After every session the plastic toys will be sprayed or sterilised with a milton solution for the next session

Hand Washing Routines:



To ensure the staff, children, parents and visitors are washing their hands in line with the current guidelines the following will be put in place:

- On arrival to Preschool all adults will sanitise their hands in the entrance hall.
- Parents must take their child to the bathroom on arrival and wash their child's hands before leaving the Preschool.
- Staff should wash their own hands before supporting a child to wash theirs.
- During the day children and staff will wash their hands after going to the toilet or having their nappy changed, before meals or snacks, and when arriving back from a walk.
- Heart Preschool will introduce the Hand Washing Song to encourage the children to wash their hands with soap and water, and for at least twenty seconds.
- Children's guides on handwashing will go in all bathrooms.
- Hands can be wiped regularly with baby wipes and faces after meal times for very young children.
- Staff must continue to follow good hygiene practices and wash their hands before preparing or serving food even if wearing gloves.

Guidance on dealing with suspected or confirmed cases of COVID-19 at Heart Preschool CIC.

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)

Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), and if appropriate, explain which country they have returned from in the last 14 days. You can do this on their behalf if this is easier. People who become unwell should be advised not to go to their GP, pharmacy, urgent care centre or a hospital.

Whilst you wait for advice from NHS 111 or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised 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 don't 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.



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.

What to do if a case of COVID-19 is suspected in the Preschool.

If anyone has been in contact with a suspected case in a childcare or educational setting, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other learners or staff home. As a precautionary measure, the NHS are currently testing a very large number of people who have travelled back from affected countries, 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 Preschool.

What to do if a case of COVID-19 is confirmed in the Preschool

The Preschool 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 each childcare or education 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 playrooms and toilets will be given by the Health Protection Team.

If there is a confirmed case, a risk assessment will be undertaken by Heart Preschool with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary, but this will be a local decision based on various factors such as establishment size and children mixing.

What to do if children or staff in the Preschool are contacts of a confirmed case of COVID-19 who was symptomatic while attending the Preschool.

The definition of a contact includes:



- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any child or staff member living in the same household as a confirmed case, or equivalent setting such as a complex, boarding school dormitory or other student accommodation.

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
- they will be actively followed up by the Health Protection Team
- 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 childcare or educational settings or work, 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 Preschool the local Health Protection Team will provide you with advice and will work with the management team. Outside those that are defined as close contacts, the rest of the Preschool 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 class. 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 Preschool 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.

How to isolate an adult or child at Heart Preschool

If an adult becomes unwell and believe they have been exposed to COVID-19:

If they become unwell in the workplace and have travelled to the affected countries the unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as the meeting room (MaryDales room where our phonics and maths lessons normally take place). If it is possible to open a window, do so for ventilation.

The individual who is unwell should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms. If the person affected is not able for any reason to call NHS 111 themselves, then a staff member should call on their behalf.

Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag, then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

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

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

The child must be isolated in the same manner as an adult; however their key person or person in charge should remain with them, and keep their distance from the child, at least 2 meters.

The adult must wear protective gloves and disposable apron.

To ensure the child and staff members safety the child will be sat in a chair, or strapped into a buggy if suitable, in order to maintain their distance from the adult supporting them. The key person will read stories to the child to occupy them.



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 Preschools 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.

Guidance on dealing with children and adults who have travelled to affected countries/regions

What to do if a child or adult at the Preschool has travelled from any Category 1 specified country/area in the past 14 days

Countries/areas:

Wuhan city and Hubei Province (China, see map)

Iran

Daegu or Cheongdo (Republic of Korea, see map)

Any specific lockdown areas in Northern Italy as designated by the Government of Italy since February 19th: o Bertinico o Casalpusterlengo o Castelgerundo o Castiglione D'Adda o Codogno o Fombio o Maleo o San Fiorano o Somaglia o Terranova dei Passerini: o Vo (list correct ad of 09/03/2020)

If an individual falls into this category, contact NHS 111 for further advice:

- if they are currently well, they should self-isolate for 14 days and you should follow the advice as above for contacts of confirmed cases in the educational setting
- if they become unwell please call NHS 111 immediately for them to be assessed by an appropriate specialist. You should follow the advice as above for contacts of confirmed cases in the Preschool. If they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of recent travel to risk areas for COVID-19

What to do if a child or adult has travelled from a Category 2 specified country/area in the last 14 days

Countries/areas: ▪ Cambodia ▪ China* main land ▪ Hong Kong ▪ Italy: north* (see map) ▪ Japan ▪ Laos ▪ Macau ▪ Malaysia ▪ Myanmar ▪ Republic of Korea ▪ Singapore ▪ Taiwan



▪ Thailand ▪ Vietnam *Except areas of the country specifically referred to in Category 1. (list correct ad of 09/03/2020)

If they are currently well:

- they are advised to self-isolate only if they develop symptoms
- they can continue to attend work or education
- they do not need to avoid contact with other people
- their family do not need to take any precautions or make any changes to their own activities
- testing people with no symptoms for COVID-19 is currently not recommended
- it is useful to always take a mobile phone with them when they go out so that they can contact others if they do become unwell

If they become unwell:

- they should stay indoors and avoid contact with other people as they would with other flu viruses (see home isolation advice).
- they (or a family member, colleague or member of staff) should call NHS 111 immediately for them to be assessed by an appropriate specialist, as quickly as possible
- they should stay at home and should not attend work or education
- they should not go directly to their GP or other healthcare environment
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of recent travel to risk areas for COVID-19

What to do if children or staff return from travel anywhere else in the world within the last 14 days

Currently there are minimal cases outside the risk areas and therefore the likelihood of an individual coming into contact with a confirmed case is low.

There is no need to advise any of these children or staff to avoid normal activities or educational settings unless they have had contact with a confirmed case of COVID-19.

If individuals are aware that they have had close contact with a confirmed case of COVID-19 they should contact NHS 111 for further advice.

For the latest country specific information please visit [NaTHNac Travel Pro](#).

Guidance on cleaning Heart Preschool 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 household detergents, 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.

Guidance to assist professionals

As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published. Up-to-date advice can be found through the following links

Coronavirus (COVID-19): latest information and advice:

https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public?gclid=EAlalQobChMI66ix8Y_g5wIVTbTtCh2BoQ6nEAAYASAAEgLn-fD_BwE

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

Guidance for employers and business

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid19/guidance-for-employers-and-businesses-on-covid-19>

<https://www.acas.org.uk/coronavirus>

Call NHS 111

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This policy was adopted on	Signed by:	Date for review
2/5/2020	Angela Msumba (Manager and Owner of Heart Preschool CIC)	2/4/2020