



## COVID 19, SYMPTOMS, POLICY AND PROCEDURES

Children must not attend Abington Community out of School Club (GAPS) with any infectious disease.

**This includes Covid 19 or symptoms of Covid 19** (as well as any normal childhood illnesses - Please see our Sick Children Policy).

Information in this policy is taken from the government Coronavirus website: [gov.uk/coronavirus](https://www.gov.uk/coronavirus)

### **Covid 19 / Coronavirus.**

#### **Symptoms:**

The main symptoms of coronavirus (COVID-19) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with symptoms have at least 1 of these.

Information:

About 1 in 3 people with COVID-19 do not have symptoms but can still infect others. This is why everyone is advised to get tested regularly.

[Find out about regular rapid COVID-19 tests if you do not have symptoms](#)

## What to do if you have symptoms

If you have any of the main symptoms of COVID-19:

1. Get a PCR test (test that is sent to a lab) to check if you have COVID-19 as soon as possible.
2. You and anyone you live with should stay at home and not have visitors until you get your test result – only leave your home to have a test.

Anyone in your childcare or support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

[Get a PCR test to check if you have COVID-19 on GOV.UK](#)

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### If a child develops symptoms whilst at the setting:

#### Procedure:

The parents/carers should be informed immediately to come and collect their child(ren).

Staff need to remind families that the family need to self-isolate and take Rapid Covid 19 test(s) as soon as possible. Please see government website for up to date information.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Any member of staff who has helped someone with symptoms, and any children or young people who have been in close contact with them, do not need to go home to

self-isolate unless they develop symptoms themselves or they are later advised to do so by NHS test and trace or the local [PHE health protection team](#).

Everyone should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Read [COVID-19: cleaning of non-healthcare settings guidance](#).

### **If a member of staff / volunteer develops symptoms whilst at the setting:**

The member of staff should go home straight away. They need to self-isolate and book a Covid 19 test as soon as possible. Please see government website for up to date information.

If they need to wait to be collected they should be taken to the isolation room as per the procedure for a child (see above).

### **Returning to the setting:**

#### How long to self-isolate

You usually have to self-isolate for 10 full days if you've tested positive for coronavirus (COVID-19) or have been in close contact with someone who has it.

You might need to self-isolate for longer if you get symptoms or your symptoms do not go away.

If someone you live with tests positive, your self-isolation period includes the day their symptoms started (or the day they had the test, if they do not have symptoms) and the next 10 full days.

#### When to stop self-isolating

You can stop self-isolating after the 10 days if you do not get any symptoms.

#### What to do if you get symptoms

[Get PCR a test to check if you have COVID-19 on GOV.UK](#) if you get symptoms while you're self-isolating.

If your test is negative, keep self-isolating for the rest of the 10 days.

If your test is positive, the 10 days restarts from the day after your symptoms started. This will mean you're self-isolating for more than 10 days overall.

## **Managing confirmed cases of COVID-19 in the setting.**

[www.gov.uk/government Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](https://www.gov.uk/government/actions/early-years-and-childcare-providers-during-the-coronavirus-covid-19-outbreak)

Settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Settings should contact the local health protection team (see below). This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.

PHE East of England Health Protection Team,  
Council Offices, College Heath Road,  
Mildenhall,  
IP28 7EY  
Phone: [0300 303 8537 option 1](tel:03003038537)  
[EastofEnglandHPT@phe.gov.uk](mailto:EastofEnglandHPT@phe.gov.uk); [phe.EoEHPT@nhs.net](mailto:phe.EoEHPT@nhs.net)

In the case of a positive Covid 19 case the setting must also contact Department for Education (DfE) Helpline 0800 046 8687 option 1.

### [Maintaining records of staff, customers and visitors to support NHS Test and Trace](#)

Organisations in certain sectors should collect details and maintain records of staff, customers and visitors on their premises to support NHS Test and Trace.

Abington Pre-School will continue to keep registers and staff attendance in accordance with the Data Protection Act 2018. These can be used to support the NHS Test and Trace system.

For all further information on Covid 19 please use this link to the gov.uk Covid 19 website:

### **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)**

Updated 21 July 2020

[gov.uk/government safe-working-in-education-childcare-including-the-use-of-personal-protective-equipment-ppe](https://www.gov.uk/government/safe-working-in-education-childcare-including-the-use-of-personal-protective-equipment-ppe)

## Rights of the Child:

The management committee hold with the highest regard the rights of the children within our setting. The management committee and staff are all aware of the articles on the rights of the child published by Unicef. The following articles are related to our Covid 19 policy and procedures.

## UNICEF Rights of the Child

### Monitoring and Review:

This policy will be monitored by the administrator and the manager of Abington Pre-School and will be reviewed at least annually.

### ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of: **Abington Community out of School Club (GAPS).**

Signed on behalf of the Management Committee:



Print Name: RUTH BEACH

Date: 04/09/2020

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
		18/09/2020	R Beach
25/05/2021	R Beach	25/05/2021	R Beach