

Important information for the staff and parents of children attending pre-school from 2nd June 2020

Updated September 2020.

Caversham Heights Pre-school Protocol for responding to a suspected case of COVID 19

If Caversham Heights Pre-school closes parents will be informed via the emergency cascade, email and a message on the website.

Symptoms of COVID 19

- Cough - new and persistent
- Fever - high temperature over 38 degrees Celsius
- A loss of, or change in, normal sense of taste or smell
- Shortness of breath
- Breathing difficulties

What to do if you or a family member have symptoms

- Any child who is unwell with a fever, has a cold, influenza or infectious respiratory symptoms of any kind or are displaying any of the symptoms of coronavirus need to stay at home and self-isolate for at least 14 days from when the symptoms started; or if they are not experiencing symptoms, but have tested positive for coronavirus, they should self-isolate for at least 14 days starting from the day the test was taken.
- If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 14 day isolation period from the day they develop symptoms.
- Any child with symptoms of coronavirus or who tests positive should quarantine at home for 14 days and only return to pre-school when the symptoms have fully resolved and are no longer infectious.
- Any child who is in close contact to a person who has, or is suspected to have, COVID-19 should stay at home and quarantine for 14 days, even if the child feels well it is still possible that they are also infected. It can take 2 - 14 days to show symptoms, so it may take up to 14 days to know if they are infected or not.
- If a child or staff member tests positive, the rest of their group will be sent home and advised to self-isolate for 14 days.

Protocol for responding to a suspected case.

Anyone who begins to display coronavirus symptoms while at pre-school will be sent home immediately and told to follow government guidelines on [what to do if you or someone in your household develops symptoms.](#)

Any child who attends pre-school, member staff or member of their households who displays symptoms of the virus is now eligible for testing.

[guidance on coronavirus testing and how to arrange to have a test.](#)

Please make sure you are contactable while your child is at pre-school and be available to collect them if necessary

If a child is waiting to be collected, they will be separated from the group and isolated with one member of staff in a well-ventilated room.

A facemask should be worn by the staff member if a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if contact is necessary, then gloves, an apron and a facemask should be worn.

[guidance on protective measures in education and childcare settings](#) and [guidance on using PPE in education, childcare and children's social care settings.](#)

Once the child or member of staff has left pre-school, Caversham Heights Pre-school follow [Cleaning of non-healthcare settings](#) to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely. (See below)

Where the child or staff member tests negative, they can return to pre-school and the fellow household members can end their self-isolation. If the child or staff member tests positive, the rest of their immediate group within their setting should be sent home and advised to self-isolate for 14 days.

If advised that a member of staff or child has developed Covid 19 and were recently on the premises the supervisor will contact the Public Health England Authority to discuss the case. Notify Ofsted if there is an outbreak as it is a notifiable disease.

The Caversham Heights Methodist Church will be notified minister@cavhmc.org.uk as well as cavheights@cavhmc.org.uk. The building may be closed for the period of isolation stipulated by government at the time (currently two weeks). A deep clean to be undertaken at least 72 hours after the closure.

As part of the national test and trace programme, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise pre-school on the most appropriate action to take. In some cases a larger

group may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Ensure that emergency contacts are updated in advance of wider opening.

Thames Valley HPT (South East)

Public Health England

Chilton

Oxon

OX11 0RQ

Telephone 0344 225 3861 (option 1 to 4 depending on area)

Out of hours advice 0844 967 0083

Cleaning

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning