

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

Updated 19th September 2020.

Updated 3rd January 2021

Updated January 2022

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 parents' Whatsapp group

Symptoms of COVID 19

Please refer to the latest NHS guidance on covid 19 symptoms in adults and children at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

What to do if you or a family member have symptoms

Please refer to the latest government guidance and requirements and act accordingly

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

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.

Reporting COVID-19 cases to Ofsted

The supervisor will notify Ofsted of any confirmed COVID cases in the setting, whether a child or a staff member. The supervisor will also tell Ofsted if we have to close the setting as a result. This must be reported as soon as we are able to, and in any case within 14 days [here](#).

Reporting COVID-19 cases to RBC COVID-19 response team

The supervisor will report any confirmed COVID-19 cases to the RBC COVID-19 Response Team as this ensures that the local area can be monitored, and effective advice and support provided:

Online form: [Reading Educational Settings COVID19 Reporting Tool](#)

Email: CV19Notifications@reading.gov.uk

Phone: 0118 9373707 Office hours (Mon to Fri)

Phone: 0118 9373737 (Out of hours)

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, government guidance and instructions will be followed and may include larger groups isolating

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

Department for Education Helpline

0800 046 8687

Select the option for reporting a positive case.

Open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays

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