

CHECKLIST FOR A POSITIVE COVID CASE

1. Call Jane and she will come straight over. Make a start on the list below, concentrating on the contacts. Stay calm and reassuring, the likelihood of serious illness is small. Jane will help with completing protocols. Print off this checklist and tick as each part is completed. Keep for your records.
2. Check who attended on the last day the child or staff member who has tested positive, was in contact.
3. Contact these parents and tell them their child needs to isolate for 10 days from the last contact day. The rest of their household do not need to isolate UNLESS the child starts to show symptoms.
4. PHE have advised that they go back two days from the start of symptoms e.g. if the child started to have symptoms on the Wednesday everyone in contact with them from the Monday onwards would need to self-isolate, but this needs to be checked with PHE as guidance is regularly changing. See step 6 for details.
5. Contact all the staff who have been in contact with the positive case and ask them to self-isolate for 10 days from the last contact time. The rest of their household do not need to isolate UNLESS the staff member begins to show symptoms.
6. Only children or staff that have symptoms are eligible for testing. If someone is self-isolating and they receive a negative test they still have to isolate for the required 10 days anyway.
7. Staff who have chosen to be on the LFT program must report their twice weekly test results to the setting and the Government website (or by calling the number on the instruction booklet). A positive result means immediate self isolation for the staff member and their household and contacts but they must then book a PCR test at a testing centre. Results from the PCR test over ride the LFT.
8. Speak to DFE helpline on 0800 046 8687 for them to offer individual advice and for you to report the case. They are open from 8.00 am to 6.00 pm Monday to Friday and 10 am to 4.00 pm Saturday and Sunday.
9. Inform the Local Authority. West Berks have requested we email them on earlyyears@westberks.gov.uk or Swindon on 01793 466314.
10. The Early Years Team in West Berks require us to inform West Berks Council on CV19Notifications@westberks.gov.uk

11. Inform Ofsted using the Notification of a serious incident form. You will need the following details – Name and address of setting, URN of setting, numbers of children and staff in setting on the day the incident relates to, number of children affected, number of staff affected, dates of confirmed case. Print off the form when it is complete and keep on file.
12. We will need to contact the Local Health protection Team if the number of cases exceeds 2 within 14 days, we have taken action but are still seeing more cases, we are getting interest from the media, a child or staff member from the setting has been admitted to hospital or if we may have to close because of the number of people affected.
13. DFE will send out an email template we can send to all contacts of the positive case. Adjust with correct dates and send out to all contacts.
14. DFE will send out a standard letter we can send to all families attending the setting. Adjust and send out to all families so everyone is aware. It is important for us to be transparent.
15. Work out how many children and staff were not in contact and arrange care for them for the following days and isolation period when other staff are unable to attend.
16. Staff who are sent home to self-isolate because of a positive case in their bubble will receive furlough pay of 80% of their salary. Jane will ask them to sign a 'flexible furlough' agreement, just once and then they will receive the correct salary.
17. Managers must ensure they give detailed explanations on the wages sheet for Alison each month as we can only claim SSP for staff from day one, once if they are waiting for test results. All other sickness is either unpaid leave or sick pay from day 3 as usual, depending on the reason for absence.
18. Store all information relating to each incident in a plastic wallet in a file where it can easily be accessed. Label with date of each incident.