



# Schoolroom Two Montessori Nursery



## **Procedure for Case of COVID-19 in the setting**

(produced in line with government Guidance 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings Updated 12 May 2020')

This is the procedure the nursery expects you to take when a suspected case of COVID-19 occurs in the nursery. You must not deviate from this procedure and disciplinary action will take place if this happens, as you are not only putting yourself at risk but the entire nursery group.

1. If you feel a child or staff member has symptoms of COVID-19 make sure you identify it to the lead for infection in the nursery. (Shane Reed)
2. This person will notify the teacher of the 'bubble' to wash all children's hands immediately and move them on to a new classroom. A floater will then put full PPE equipment on and start to deep clean the room.

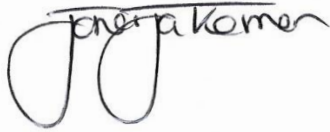
A member of staff will move the child to the designated area, put full PPE on themselves and ring the parent to come and collect immediately. The cloakroom down the corridor will be the designated area. If the weather is fine a place in the garden will be used for better ventilation.

3. 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.
4. In an emergency call 999 immediately and not a GP.
5. Once the child is collected the parent/carer must go directly home and get a COVID-19 test immediately and let the nursery know the results. They should follow the stay at home guidance set out by the Government.
6. If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The staff member should also change their staff smock and double bag the smock. This should be washed at 60 degrees. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
7. If the test is negative, then the child or staff member can return to nursery 48 hrs after the symptoms have subsided.
8. If the child or staff member is positive the child or staff member should self-isolate for 14 days along with their family.
9. The lead for infection will contact the local health protection unit of any outbreaks or serious incidents relating to infection [Safety@richmondandwandsworth.gov.uk](mailto:Safety@richmondandwandsworth.gov.uk) 0208 871 6220/6221/8501

10. A full write up will take place by the lead for infection to make sure risk assessments were in place and adhered to.
11. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare setting should be sent home and should self-isolate for 14 days.
12. All parents need to be informed of a positive outbreak.
13. A deep clean will take place for a positive outbreak and the school will be closed for 24hrs for this to take place. There will be no refund for this day of closure.

This procedure will be updated regularly as guidance from the Government will change as the situation changes.

Created by Janet Jakeman May 2020.

A handwritten signature in black ink, appearing to read 'Janet Jakeman', written over a horizontal line.