



## Hopscotch Covid-19 Track and Trace Policy

*This policy is to be read in conjunction with:*

- EM05 Coronavirus Management Policy
- HS09 Health & Safety in the Nursery Policy;
- ME03 Sick Child Medicine and Exclusion Policy.

*References:*

- A. GOV.UK Coronavirus (COVID-19): implementing protective measures in education and childcare settings. 07.09.2020
- B. GOV.UK Planning guide for early years and childcare settings 24 May 2020
- C. GOV.UK Actions for Early Years and Childcare Providers during the Coronavirus (COVID-19) outbreak. 10.10.2020

### Introduction

Further to the introduction of the NHS Test and Trace Service, Hopscotch have put together this policy to ensure we meet all requirements set down for early years providers. It is expected that further direction and guidance have been issued by the government and as such new, short-notice policy changes and updates will be necessary.

### Aim

The aim of the Hopscotch Track and Trace Policy is to ensure that children and staff who develop symptoms of coronavirus (COVID-19) are made aware of the NHS Track and Trace process to receive testing to find out if they have the virus. Should a positive test result be received it helps us trace recent contacts of anyone and if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus.

This policy is susceptible to changes as the Government issue further guidelines. Management will update you as soon as possible by email or Parentmail.

### Procedure

- Hopscotch maintains accurate records of children, staff, visitors and families that attend our sites. This is done by the management software we use Abacus along with the Visitors book and Staff Registers.
- All children and staff that display symptoms of Coronavirus (Covid-19) whilst at nursery will be asked to immediately isolate within the guidelines of the Hopscotch Covid-19 Management Policy.
- If a staff member shows symptoms of Covid-19 they will be sent home. Once home they are to book a test at a test centre or request a test be sent to them. This is to be done within 4 hours of starting self-isolation.
- All cases of children or staff being sent home with suspected Coronavirus (Covid-19) symptoms are centrally recorded and monitored.
- As test results are received these are recorded against the central log and should a positive test result be received. We then notify both Ofsted and our local office of Public Health England and follow guidance as laid down by them on: Phone: 0344 225 3861 (option 1 to 4 depending on area)

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### NHS Test and Trace process

Hopscotch will ensure all staff and parents/carers understand the NHS Test and Trace process. All staff and parents/carers must have a clear understand that they will need to be ready and willing to:

- **book a test** if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit
- **provide details** of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- **self-isolate** if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms

**Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.**

Tests can be booked online through the NHS website [www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing](http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing) or ordered by telephone via NHS 119 for those without access to internet.

Essential workers, which includes anyone involved in education or childcare, have priority access to testing ([www.gov.uk/get-coronavirus-test](http://www.gov.uk/get-coronavirus-test)).

We will ask parents, carers and staff to inform us immediately of the results of the test:

- if someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a **negative** result, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating
- if someone tests **positive**, they should follow COVID-19: guidance for households with possible coronavirus infection and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or loss of smell can last for several weeks once the infection has gone.
- The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

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

Hopscotch will take swift action when we become aware that someone who has attended our setting has tested positive for coronavirus (COVID-19). Hopscotch will contact the DfE Helpline on 0800 046 8687 and will take advice on the action to take in response to a positive case.

The local health protection team will work with our settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious.

The local health protection team from PHE will work with settings in this situation to guide them through the actions they need to take. Based on the advice from the local health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

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Close contact means:

- **direct close contacts** - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- **proximity contacts** - extended close contact (within 1-2m for more than 15 minutes) with an infected individual
- **travelling** in a small vehicle, like a car, with an infected person

The local health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of:

- children and staff in specific groups/rooms (where applicable)
- close contact that takes places between children and staff in different groups/rooms

We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.

If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow COVID-19: guidance for households with possible coronavirus infection.

They **should get a test**, and:

- if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following COVID-19: guidance for households with possible coronavirus infection
- Hopscotch will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

Further guidance is available on testing and tracing for coronavirus.

Authorised by Freya Derrick - Managing Director 15.09.20

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