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| **COVID-19 Outbreak Early Years and Childcare settings****This checklist is to be used with the following settings** * maintained schools – nursery classes and pre-school groups; nursery schools
* non-maintained schools – nursery and pre-school classes
* independent schools – nursery and pre-school classes
* all providers on the Ofsted early years register **–** childminders, pre-schools, playgroups, day nurseries, private nursery school
* For reception classes use the schools checklist

**Please refer to the system of controls set out in Section 3** [**Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak**](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)**Other childcare providers:*** providers caring for children over the age of 5 and registered with Ofsted on either the compulsory or voluntary childcare register - providers caring for children over the age of 5 should refer to the guidance on [protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)
* providers offering childcare through community activities, holiday clubs, breakfast or after-school clubs, tuition and other out-of-school provision, they should refer to [protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

Providers caring for children over the age of 5 should ensure, as far as possible, that they are keeping children over the age of 5 in small consistent groups every time they attend.In cases where providers care for both children under the age of 5 and over the age of 5, they may choose to apply the measures outlined in this guidance to those children under the age of 5, and the measures outlined in the protective measures guidance for out-of-school settings during the coronavirus (COVID-19) outbreak to those children over the age of 5.**Where providers have mixed age groups together they will need to, as far as possible, keep all children irrespective of age in small consistent groups of no more than 15 with at least one staff member or with more staff members to meet relevant ratio requirements.** |
| **Date:** |  |
| **Checklist completed by:****If completed by Non-PHE staff, please email form to: -****earlyyearsadvisors@warwickshire.gov.uk** **do not include personal identifiable information** |  |
| **HPZ Ref:** |  |
| **Callers Name/ position:** |  |
| **Setting Name:** |  |
| **Type of setting: Childminder/Playgroup/Pre-school/Day Nursery/ Nursery school/Nursery class** |  |
| **Name, Address and Postcode** |  |
| **Telephone No:** |  |
| **Email address:** |  |
| **Layout of setting – number of rooms/shared spaces/entrances etc**  |  |
| **Groupings – number of children and staff in each group and each room** | e.g Room 1: 20 children 2 staff Room 2: 10 children 3 staff |
| **Children confirmed or suspected out of total attending setting and which room(s) affected** |  |
| **Staff confirmed or suspected out of total employed and which room affected** |  |
| **Onset date of symptoms in case(s)** |  |
| **Symptoms: Fever, Cough, loss of taste/smell, other** |  |
| **Test date** |  |
| **Was the case on the premises when symptoms started/were they isolated?** |  |
| **Last day case attended the setting** |  |
| **Does the case attend more than one setting?** |  |
| **Number of contacts identified** **•Children****•Staff****See last page for contact definition** |  |
| **If case is a staff member: their role and groups/other staff they interact with in the setting; do they move between sites if multiple sites or groups if also offering out of school care onsite?****Any staff who live together in the same household?**  |  |
| **Number of children/staff who are considered extremely vulnerable for health reasons. Would they have had contact with the case?** |  |
| **Means of transport to and from setting, who does the case travel with?**Childminders and other settings should consider how they can work with parents and carers to agree how best to manage any necessary journeys, for example, pick-ups and drop-offs at schools, to reduce the need for a provider to travel with groups of children |  |
| **Any siblings of the case attending the setting?**  |  |
| **Any cases hospitalised or died? record details** |  |
| **Is the setting in an area of local lockdown with local restriction measures?** [**areas of national government intervention**](https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19) |  |
| **Communication with staff and students thus far** |  |
| **Any media interest or concerns from parents or staff?** |  |

**ADVISED: Tick against advice given**

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| **Outbreak Control:**  |  |
| **Exclude** symptomatic/confirmed case(s) for 10 days from onset of symptoms/ advise their household contacts isolate for 10 days |  |
| **Testing: for symptomatic children:** advise to book test via NHS website or call 119 if they have no internet access. **Testing for symptomatic staff**: advise to book test via on line portal for essential workers **Testing for asymptomatic staff and children: signpost to Community Testing sites:** [**https://www.warwickshire.gov.uk/covidcommunitytesting**](https://www.warwickshire.gov.uk/covidcommunitytesting) |  |
| Establish the date - 48 hours before the earliest onset of symptoms or positive test for the confirmed or suspected case(s) |  |
| **For confirmed cases** setting to collate total numbers and names of all potential contacts meeting contact definition:Send number of contacts that are excluded. |  |
| Check if staff work elsewhere (e.g. supply staff) |  |
| Were there any visitors/ contractors or cleaning staff at the setting that may have had contact with case(s)? Are records kept of all visitors to the setting? |  |
| Sections highlighted are required control measures More information can be found in Section 3 System of controls and settings should be advised that they must follow these.All settings should follow the PHE [guidance for cleaning non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). | For EY settings: for more details and links to further guidance please refer to for: [**Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak**](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)For childcare settings: please refer to**:** [**protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak) **and**[**protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak) |
| Hand & Respiratory Hygiene  |  |
| Are there appropriate facilities for handwashing – hand sanitisers, liquid soap & paper towels/tissues & Pedal operated bins? Hand wash and ’Catch it. Bin it. Kill it ‘posters displayed. For teaching children use [e-Bug coronavirus (COVID-19) website](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) |  |
| Are younger children and children with complex needs supervised, helped with hand hygiene? |  |
| Rooms |  |
| Are rooms clutter free?  |  |
| Resources shared within the group; should be cleaned regularly. Equipment shared between groups to be cleaned frequently and always between groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) **Malleable materials (messy play)**Settings should risk assess activities that involve malleable materials for messy play such as sand, mud and water, as part of their regular curriculum planning.A risk assessment should consider whether:materials can be handled by a small, consistent group of children of no more than 15 at a time, and that no one else outside this group can come into contact with itthe malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer’s instructions, where applicable. For example, see the managing risk in play provision implementation guide |  |
| Social distancing measures |  |
| Early years settings are no longer required to organise children and staff in small, consistent groups so can return to normal group sizes. Returning to normal group sizes is based on the fact that the overall risk to children from coronavirus (COVID-19) is low. It also recognises that early years settings are typically smaller than schools. However, settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. Minimising contact between groups can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus (COVID-19). |  |
| How are the setting managing arrival and departures whilst supporting the ‘settling’ process for younger children? |  |
| Is the setting able to maintain consistent groups that do not mix with groups in other rooms as far as possible? Are staff or children who live in the same household kept in the same groups wherever possible? |  |
| Movement around the site kept to a minimum, avoiding creating busy corridors, entrances and exits.  |  |
| The outdoor space is used as much as possible. natural ventilation – opening windows, when it is safe to do so. In colder weather windows should be opened just enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space |  |
| Face coverings |  |
| It is not mandatory for staff and visitors to wear face coverings in early years and childcare settings. In situations where social distancing between adults in settings is not possible (for example, when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors. |  |
| Staff must be clear on [how to put on, remove, store and dispose of face coverings](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own) |  |
| **Exemptions**Some individuals are [exempt from wearing face coverings](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own). This applies, for example, to those who:* cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or a disability
* speak to, or provide assistance to, someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions apply in early years settings, and we would expect leaders and staff to be sensitive to those needs. |  |
| Toilet facilities |  |
| Increase cleaning frequency of staff and children’s toilet facilities, touch points and Nappy changing areas required, disinfect with a bleach-based solution e.g. Milton (1,000ppm available chlorine) |  |
| PPE |  |
| Have staff been trained in the donning and doffing of PPE. Are staff clear about what PPE should be worn based on a risk assessment? PPE guidance for [non-aerosol procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)  |  |
| For Children with complex medical needs: Is there any respiratory procedures e.g. suction performed on site? PPE for [AGP procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures) Have staff been FFP3/FFP2 fit tested. Is there a designated room for procedure? [AGP in school’s guidance](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) |  |
| Are there adequate supplies of PPE, gloves, aprons, masks and eye protection? |  |
|  Food/Drinks |  |
| Drinking utensils are for individual use only |  |
| Special precautions and supervision in filling water bottles to ensure taps are not contaminated |  |
| Discourage use of water fountains for drinking water.  |  |
| Crockery and cutlery to be dishwasher washed and stored in cupboards |  |
| Keep all food in cupboards or in a lidded wipeable container, do not use shared fruit bowls etc |  |
| Caring for a symptomatic child |  |
| If a child develops COVID-19 symptoms whilst at the setting and is awaiting collection isolate the child in a ventilated room with staff supervision or move them to an area which is at least 2 metres away from other people. |  |
| PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). |  |
| Cleaning & disinfection  |  |
| Cleaning schedules to be in place to ensure enhanced cleaning of: frequently touched surfaces, rooms and shared areas used by different groups  |  |
| Advice on [cleaning](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) after a suspected/confirmed case has left setting:Clean surfaces with a household detergent followed by disinfection (1000 ppm available chlorine or a disinfectant that works against enveloped viruses). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants |  |
| Single use disposable cloths and mop heads to be used, if not available cloths and mop heads to be laundered after use |  |
| Spray into a cloth not onto surfaces, avoid creating splashes and spray when cleaning |  |
| When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used |  |
| Handling of Waste  |  |
| Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, mop heads. PPE used, and tissues used by case etc.): to be double bagged and tied. Stored in a locked area for 72hrs away from children before disposal into domestic waste. |  |
| If case’s test result is negative, the waste can be disposed of before 72hr period |  |
| **COMMUNICATIONS: section to be completed by PHE staff** |  |
| Has the Local Authority been informed? |  |
| Have PHE letters been emailed to setting if required? | On the Covid-19 webpage |
| Have the setting been advised if self-isolation of contacts is required. |  |
| **Has the Resource pack for schools been emailed to the school** | **Not sure what this is?**  |
| Is a IMT required for the situation |  |
| Add case details to HP Zone |  |

Contact definitions:

**Direct close contacts:** Face to face contact with a case for any length of time, within 1m, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). This includes exposure within 1 metre for 1 minute or longer.

**Proximity contacts:** Extended close contact (within 2m for more than 15 minutes) with a case

**people who spend significant time in the same household as a person who has tested positive for COVID-19**

**a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19**