**Management of Suspected and Confirmed Cases of COVID-19 in Early Years Private, Voluntary and Independent settings**

**Advice from Cumbria County Council’s Public Health Team – Updated 16 November 2020**

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| Member of staff or child is showing one of more symptoms of COVID-19 (temperature of 37.8°C or above, new continuous cough, change to or loss of sense of taste/smell). *Check wider description of symptoms\** | |
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| Has the individual been in the setting whilst a) showing symptoms or b) in the 48 hours before showing symptoms? | |
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| **Yes** | **No** |
| * If the individual is still in the setting, isolate them and arrange for them to go home immediately. It is recommended that staff wear [Personal Protective Equipment](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) (PPE) if supporting a symptomatic child and 2 metres distance cannot be maintained. Send all siblings/other household members home too. * Advise that the individual needs to isolate at home along with all other household contacts and follow [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). * Advise the staff member or parent/carer to arrange testing [online](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/) or through the NHS COVID 19 App, or by calling 119 if no internet access. * If they are unable to access testing after numerous attempts, early-years providers can contact the local COVID-19 call centre (0800 783 1968) to request local testing for anyone aged 2+ * If individual does not get tested they need to isolate for 10 days from the time they developed symptoms (and their household members for 14 days). * Thoroughly [clean](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) any areas the individual has been in contact with. * Ask the member of staff or parent/carer to keep you informed of when they have their test and also the result of the test. * Record absence info. Also make a note of staff and children who had close contact (e.g. within 2 metres for 15 minutes or more) with the individual whilst they were a) showing symptoms, or b) during the 48 hours before they developed symptoms (or during the 48 hours before they had their test if no symptoms) – this is your ‘close contact list’ and you will need it if a test comes back positive. Remember to think of possible contacts at the beginning and end of day, lunch breaks, toileting and outdoor play etc. * You do not need to send any contacts home or shut any bubbles/the setting at this stage. You only need to consider further actions like this if a case is confirmed positive. * However, if the person who has developed symptoms lives at the address, the household must isolate immediately. Childminding at the setting must therefore stop temporarily, and parents should be contacted to pick up their child as soon as possible. | * Contact staff member or parent/carer - ensure the individual is following the [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and arranging testing. No testing available after numerous attempts? Follow process below for local testing options. * Ask the member of staff or parent/carer to keep you informed of when they have their test and also the result of the test. * No testing? Advise of need to isolate for 10 days from the time they developed symptoms (and their household members for 14 days). * Record absence info |
| If you have a query about a suspected case, please email [EducationIPC@cumbria.gov.uk](mailto:EducationIPC@cumbria.gov.uk) (inbox monitored by CCC Public Health team Monday to Friday) or call the DFE help line 08000468687 | |
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| Individual receives their test result | |
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| **Test result is positive** | **Test result is negative** |
| * **Contact the Cumbria County Council COVID-19 Call Centre on 0800 783 1968** * Inform them of the test result and give details about the positive case so they can be followed up. Please note this call centre number is for staff use only. Please do not share with parents or wider public. * A contact tracer from a local health protection service may then get in touch with you, the staff member or the parent/carer to provide advice and identify further contacts.  Further local follow up may take place in order to manage local incidents/outbreaks. For further advice and out of hours/holidays/weekends contact the DFE helpline, please then contact the Cumbria Call Centre as soon as possible * Advise that the individual needs to continue with their 10 day isolation at home. They can return to the setting after 10 days if they have not had a high temperature or gastrointestinal symptoms for 48 hours. Others in their household need to continue with their 14 day ‘isolation at home’ period and should only get tested if they develop symptoms of COVID-19. \**See below for wider description of symptoms\** * Close contacts from the bubble/setting will need to go home and isolate for 14 days from the date they were last in contact with the individual who has tested positive. Their wider household do **NOT** need to isolate unless advised to by NHS track and trace. * Inform all parents within the bubble/setting to ensure they watch for symptoms. | * Agree the return date with the staff member/parent. The individual can return to the setting straight away as long as they:   - are feeling well and have not had a high temperature for 48 hours  - have not been told to isolate because they have been identified as a close contact of a positive case or a household contact of a possible/ confirmed case. |
| **•** Testing will not routinely be offered to individuals who do not have symptoms, so  contacts do **NOT** need to be tested, unless informed otherwise via health protection.   * If you have more than one individual in the setting with a positive test result, outbreak support will be provided to you via local health protection services. They will contact you with advice. * Inform your Early Years Adviser * Inform Ofsted of all confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member). If the setting is advised to close as a result, use the online form for [reporting a serious childcare incident](https://www.gov.uk/guidance/report-a-serious-childcare-incident#history) as an “event likely to impact on the smooth running of the setting.” * Please also confirm: * the date when cases were first suspected * the date when cases were confirmed as positive * the total number of children attending the setting at the time of the suspected case * the total number of staff working at the setting at the time of the suspected case * the date the setting is closing from, and when you intend to re-open (if applicable) * if you have notified the case to Public Health England via the Department for Education helpline 0800 0468687 * the advice provided by the DfE helpline, if applicable: * if you have notified the case to Cumbria County Council COVID-19 Call Centre 0800 783 1968 or via [educationIPC@cumbria.gov.uk](mailto:educationIPC@cumbria.gov.uk) | * Other household contacts can also come out of isolation |

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| **Scenarios**   * **If a parent/carer of a child tests positive the rest of the household will need to self isolate. This information is confidential and should not be shared with families who attend your setting.** * **If a staff member or child has a household member who has to self-isolate, the children or staff member can still continue to attend the setting. If the household member who is self-isolating begins to show symptoms the children or staff member must self-isolate immediately and the household member should book a test.** |
| **\*COVID-19 Symptoms**  Most people with coronavirus have at least 1 of these symptoms.   * A high temperature – measured as 37.8°C or above. If you don’t have a thermometer, feeling hot to the touch on your chest or back is a good indicator of a high temperature * A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) * A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal   **It is vital that educational settings only recommend testing for children or staff who develop these symptoms. The capacity of the NHS Test and Trace system must be protected for those with symptoms of the virus.** |