

# Outbreak of Infectious Disease Policy

## What is the Coronavirus (Covid-19)

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. This virus was first detected in Wuhan City, Hubei Province, China. The first infections were linked to a live animal market, but the virus is now spreading from person-to-person. The virus that causes COVID-19 seems to be spreading easily and sustainably in the community. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

## Symptoms

The following symptoms may appear 2-14 days after exposure.

- Fever
- Cough
- Shortness of breath

But these symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

## What do I do if I think myself or my child has the virus?

- Monitor your symptoms.

Not everyone with COVID-19 requires hospitalisation. However, keeping track of the symptoms is important since they may worsen in the second week of illness.

- Contact your doctor (or call 111) Even if the symptoms are mild, it's still a good idea to call your doctor to let them know about the symptoms and any potential exposure risks.

- Get tested. Your doctor can work with local health authorities and the CDC to evaluate the symptoms and risk of exposure to determine if you need to be tested for COVID-19. There are special pods to test and treat patients at the hospital. Although the government are due to STOP testing soon.

- Contact us to make us aware as soon as possible. (We have a duty to report any cases to Public Health England)

- [Everyone in the household should stay isolated for 14 days](#). Plan to isolate at home until the infection has cleared up. Try to stay separated from other people in the home, using a separate bedroom and bathroom if possible.

- Seek care. If the symptoms worsen, seek prompt medical care. Be sure to call ahead before you arrive at a clinic or hospital. Wear a face mask, if available. Any time off due to isolation or illness still requires payment of fees in full as per our terms and conditions.

A normal temperature in babies and children is about 36.4C, but this can vary slightly from child to child. A fever is a high temperature of 37.8C or more. Adults normal

body temperature is approximately 37C (98.6F). A fever is usually when your body temperature is 37.8C or more. You may feel warm, cold or shivery.

## Outbreak of infectious disease Policy

Updated illness / sickness policy

Precautionary measures in place (What have we done so far?)

1. We have sent out government guidance to families and staff and will update new information as it emerges.
2. Increased hand washing and cleaning practices have been implemented by all staff and policies have been updated to advise staff on increasing preventative measures and infection control.
3. We have asked families to sanitise / wash hands on entry to the nursery.
4. Regular disinfection of high contact areas such as door handles, door locks/entry pads at intervals through-out the day concentrating on periods such as early morning/late afternoon.
6. Tightened sickness and exclusion policies and procedures for unwell children or staff.

New policies and preventative measures:

1. Any child or member of staff with a fever of 37.8C or above will be sent home at the first instance. We can administer medicine as per our normal policy, however, you will be contacted to collect your child. Children must remain home for 7 days should the temperature persist. Symptoms of a fever can be found on page 1 of this letter.
2. If your child develops a new cough or a fever, you will be contacted to collect your child. Staff members who develop a cough or a fever will be sent home too. Children and staff should [remain home for 14 days and the whole family should self isolate.](#)
3. If your child has a fever of 37.8 C or above, develops a new cough or they are showing any signs of illness whilst at home (over the weekend), we ask you not to bring them into the nursery and contact us to inform us of their symptoms.
4. Any child or members of staff showing signs and symptoms of any infectious disease will be sent home and the appropriate exclusion period followed.
5. Any child or staff member returning from travel from any of the government listed 'Risk Areas' will be excluded from the setting following the latest government advice found at <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
6. Fees will still be payable for any child that is absent from the setting for any illness (including Coronavirus) or isolation.
7. In the event of unavoidable closure of Chrysalis Nurseries Ltd due to external circumstances such as; enforced closure by the government, we will contact you directly to let you know and advise on the next steps we are taking.
8. If prolonged closure is ordered (more than 2 weeks) updated guidance and information will be given in line with the government response.

1.If there are shortages of staff causing disruptions, management will make vital changes to the rota to ensure ratios are met. Management may ask staff who are on annual leave or not in work to come in and help cover.

## Outbreak of Infectious Disease Policy

### Staff Procedures, Rights & Responsibilities

In the event of Staff shortage due to illness

1. If there are shortages of staff causing disruptions, management will make vital changes to the rota to ensure ratios are met. Management may ask staff who are on annual leave or not in work to come in and help cover.
2. Staff will be contacted on their days off/holiday days and asked if they can come in, in order to meet legal ratios. Staff will be offered a day off elsewhere where possible, if it was a holiday day or due day off.
3. Rooms may need to merge age groups in order to meet legal ratios. A risk assessment will be made with management to ensure the safety of all and minimal disruption.
4. Management will risk assess situations-if working in overall ratio, controlled activities to be put in place to lower the risk. Staff must not leave the room unless absolutely necessary and are to call upon Office staff to help as and when. Walkie talkies may also be used to communicate messages.
5. Kitchen staff will need to support rooms taking food to and from the entrance doors to minimise disruption to ratios.
6. Office staff to be in ratio if needed.

### In the event of Management shortage due to illness

- 1.If all three Management are off due to illness, a Room Leader will be appointed to Manage and work in the Office. Main day to day running tasks will be focused on and Management staff will liaise with them from home via phone, email etc.
- 2.If only one member of management is in due to both of the others being off ill, the main daily tasks should be focused on only, keeping jobs to the bare minimum. The other members of management could work from home (where possible) to help with the workload.

## Isolation

- 1.If a staff member develops a fever of 37.8 C or above and develops a NEW cough or a fever, they will be sent home in the first instance. Staff will need to remain home for [14 days](#) if the cough or fever remains. They will need to contact 111 who will issue them with a sick note via email (this may change, updates through government website required for new process)
- 2.If you develop a fever of 37.8C or above or develop a new cough with a fever whilst at home (over the weekend), we ask you not to come into work and to contact management. If the cough with fever remains, you will need to remain home for [14 days](#) before returning to work.

3. Whilst in isolation you are NOT permitted to leave your home, even for a walk or to your local shop. You must sleep alone if possible and keep 2 metres away from family members. You must not see any elderly or vulnerable friend or family member. You can order medication by phone or online. You can also order your shopping online. Make sure you tell delivery drivers to leave items outside for collection if you order online. The delivery driver should not come into your home.

## Isolation rights

1. If staff are off due to isolation, they will be entitled to Statutory Sick Pay starting from day 1 of isolation.
2. If the Nursery is forced to close by the Government, contracted hours will be paid.