

COVID-19 Procedure (Update July 2020)

With reference to the government guidance, [Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#) (updated July 2020) which states:

'Settings are also responsible for planning and implementing appropriate protective measures to reduce coronavirus (COVID-19) transmission. Section 3 of this guidance sets out the public health advice which early years settings must follow. It also includes the process that should be followed if anyone develops coronavirus (COVID-19) symptoms while attending.'

At Trinket Box Pre School we are adopting the 'Covid-19 System of Controls' as detailed below. We adhere to the government guidance at all times:

System of controls

Explanation: 'The system of controls provides a set of principles and if settings follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All settings must cover them all, but the way different settings implement some of the requirements will differ based on their individual circumstances. Where something is essential for public health reasons, as advised by PHE, it states 'must'. Where there is a legal requirement we have made that clear.'

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimise contact between groups where possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all settings, all the time.

Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances.

Number 6 applies in all specific circumstances.

Response to any infection:

- 7) engage with the NHS Track and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the setting community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.'

Local outbreak of COVID-19

In the event of a local outbreak of coronavirus (COVID-19), the government will take action to control the spread of the virus. As has occurred in Leicester, people in the affected area may be asked to stay at home as much as they can and not travel unless essential. Any providers who are affected by a local outbreak will receive specific guidance for their area. Trinket Box will adhere to any guidance received.

This procedure is reviewed annually or in line with changes to guidance