



2020 Restart Plan

Policies and procedures relating to COVID



Date Ratified by the Board of Governors – 31st August 2020

Review - as necessary, according to the most recent Public Health and DE guidance.



In Dunclug Nursery School we are committed to providing a happy, safe and stimulating environment to support young children’s learning and development.

We recognise that the children in our care have individual interests, characteristics and needs and aim to enable each child to develop positive attitudes about themselves and towards their learning by –

- providing experiences that extend learning and challenge thinking
- maintaining positive relationships as a staff team, with our children, their parents, the community, the Board of Governors and other relevant agencies
- promoting the health and wellbeing of our staff, children and their families
- inspiring and developing all members of our school community

CONTEXT

This document has been developed to support the safe re-opening of our Nursery School in August 2020, during the COVID-19 pandemic. This document has been developed in line with **Northern Ireland Re-Opening Schools Guidance** (DE(NI) 13th August 2020), **Pre-School Education – Re-opening Guidance** (DE (NI)17th August 2020) and **Public Health Agency Advice** (www.publichealth.hscni.net) and with reference to **Safe working in Education and Children’s social care** (DE 21st July 2020).

AIMS –

- To provide clarity on safe practices and procedures that promote and maintain the health and well-being of all members of our school community, by preventing or limiting the transmission and spread of respiratory infections, including COVID-19, in our setting.
- To outline practices and procedures to be followed in the event that a member of our school community, or someone who has visited our Nursery School, has symptoms of, or a confirmed case of COVID-19.

Safe practices to promote effective infection protection and control

The following are actions that we can *all* take during the COVID-19 pandemic, to help prevent the spread of the virus –

- **Minimise contact with individuals who are unwell**
If you have, or are showing symptoms of COVID-19 (a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell), or have someone in your household who is, you should not attend Nursery, in line with PHA guidance. If you or your child has symptoms you should arrange to have a test to check if you have coronavirus.
- **Clean your hands thoroughly more often than usual**
Clean your hands more often than usual, by washing them for 20 seconds or using alcohol hand sanitiser, particularly when arriving at Nursery, when returning from breaks, when changing rooms, before and after eating or handling food, after touching your face, blowing your nose and after sneezing or coughing.
- **Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach**
Avoid touching your mouth, eyes and nose. Cover your mouth and nose with a disposable tissue when you cough or sneeze. If one is not available, sneeze into the crook of your elbow. Dispose of tissues into a bin and immediately clean your hands with soap and water or hand sanitiser.
- **Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach**
Cleaning should be generally enhanced, including:
 - ✓ more frequent cleaning of rooms or shared areas that are used by different bubbles
 - ✓ cleaning frequently touched surfaces more often than normal, such as door handles, light switches and table tops
 - ✓ play equipment and toys
 - ✓ electronic devices (such as phones)
- **Minimise Contact between class bubbles and maintain distancing whenever possible**
Drop offs and Pick ups will be staggered, class bubbles will enter and exit the building through designated doors, staff will maintain 2m distance from each other where possible and there will be minimal contact between class bubbles. Visiting adults may be asked to wear a mask inside of Nursery School, in line with current Public Health guidance.
- **Where required, wear PPE**
Personal Protective Equipment (PPE) will only be required in a very small number of cases e.g. dealing with intimate needs/ giving medication, however PPE will be available for staff as required.
- **Engage with the NHS Test, Trace and Protect service**
Staff or pupils who have been part of the same ‘bubble’ as anyone who has tested positive for COVID-19, must follow NHS Test, Trace and Protect advice on next steps.

(Adapted from **Northern Ireland Re-Opening Schools Guidance** (DENI 13th August 2020), and **Safe working in Education and Children’s social care** (DE 21st July 2020).

Procedures to be followed by members of our Nursery School Community -

CHILDREN

- must only attend Nursery when they are symptom free
- will have their temperatures checked on arrival at Nursery each day and during the session if they appear feverish or unwell
- will be members of class 'bubbles' of up to 28 children and 5 staff. Class Bubbles will have minimal contact with other class bubbles during their session times
- should wash their hands before they leave home, use hand sanitiser on entry into the building and will be assisted in washing their hands before beginning their play session and frequently during the session
- will be encouraged to refrain from touching their face during their time in Nursery and will be encouraged to use a tissue when coughing or sneezing, or the crook of their elbow when they don't have a tissue
- who become unwell with COVID-19 symptoms during their session will need to be collected as soon as possible by a parent or carer. Children will wait in a designated area, and be cared for by a member of Staff, who will wear appropriate PPE and ensure the area is adequately ventilated until the child is collected. This area will then be cleaned in line with guidance. Parents arrange for their child to be tested and follow NHS Test, Trace and Protect guidance.
- Although guidance from the Department of Education says that children in Nursery are not required to socially distance, it does state that adults should, where possible, socially distance from each other and from the children. Where closer contact is required staff may wear PPE. Children are not required to wear any PPE, including face coverings, in Nursery.
- We will endeavour to introduce and reinforce the importance of social distancing and hand/respiratory hygiene with the children using age-appropriate language and resources and frequent reminders during their session.

PARENTS

DROP OFFS / PICK UPS –

- Only one parent or carer should accompany each child to and from Nursery. We will keep a record of who is dropping off and picking up children, to assist with the Test, Trace and Protect service.
- Parents or Carers must only accompany their child to and from Nursery when they are symptom free. Please wash their, and your own hands before you leave home.
- Parents and carers should not congregate in groups at the school gates or at entrance / exit doors. If you arrive early to drop off or pick up your child please stay in your car or adhere to 2m social distancing from other adults and children. Your child will be brought to their designated door by a member of staff at pick up time and will only be released into the care of an adult who has been named on their safeguarding form.
- Parents who are driving their children to school are encouraged to park in the carpark beside Connolly's Spar in Dunvale and walk the short distance to our Nursery School to avoid large numbers of people exiting cars at the same time around our school gate.

- Please unzip/unfasten your child's coat prior to drop off. This will make it easier for your child to take their coat off and hang it on their peg. Staff will be on hand to help!

ENTRY INTO THE NURSERY SCHOOL BUILDING

- Parents and carers should, as far as possible, not enter the Nursery School building after the initial Introductory Play Session during the week beginning 31st August. Where entry into the building is necessary, parents or carers will be asked to sign in and out and may be asked to wear a face covering, depending on the nature or duration of their visit. Children will be met at their entrance by staff, who will accompany them into the cloakroom, assist with hanging up their coat and settling them into a play activity in the classroom. Children who are finding it hard to separate from their parents or carers may need a more gradual build up to their full session time. Staff will liaise with parents if this is the case.

COMMUNICATION WITH NURSERY

- A parent or carer should contact Nursery School immediately, if their child or anyone in their household is displaying symptoms of, or has a confirmed case, of COVID-19. If any member of your household develops symptoms (high temperature, new continuous cough, loss or change to sense or smell or taste) of COVID-19, or is waiting for a coronavirus test result/has tested positive you must isolate and follow NHS Test, Trace and Protect guidance.
- To minimise face to face contact during the pandemic, parents or carers are invited to communicate with Nursery via the Seesaw app, email - pmuir291@c2kni.net or by requesting a phone call from one of the teaching staff. These are by no means our preferred means of interacting with parents, and we look forward to returning to our 'Open Door' policy when restrictions can be eased, in line with PHA guidance.

SENDING IN ITEMS FROM HOME

- Parents should provide a full change of clothes for their child and any medication they require, on Monday 7th September, please include underwear, top, bottoms and socks, in case of any accidents and send in in a disposable bag. These do not have to be Nursery uniform. These will be kept in school on Nursery bag on their peg. Children should not bring a school bag or any other items from home into the Nursery School building.

SELF – CARE SKILLS

- Please practise with your child how to use a tissue and dispose of it in a bin, how to wash their hands thoroughly for at least 20 seconds – staff will assist with this, however the more independent they are with self-care skills the better, and also how to dress and undress to be able to use the toilet or put on / take off their coat independently.

STAFF

HEALTH AND HYGIENE PRACTICES

- must only attend Nursery when they are symptom free, and/or have completed the required isolation period following a positive test, or have achieved a negative COVID-19 test result and have a normal temperature
- will check their temperature and proceed directly to their designated classroom on arrival
- will accurately record pupils' attendance, to assist with the Test, Trace and Protect service.
- will check children's temperatures on arrival at Nursery and throughout the session if the child appears listless, unwell, feverish or complains of any COVID-19 related symptoms
- contact parents with any concerns about a child's health or wellbeing during the session
- provide care and supervision to any child displaying symptoms during the session and will complete an Individual COVID response form to detail actions taken, which should be signed by the adult who collects the child
- should wash or sanitise their hands more frequently than usual -
 - ✓ before leaving home
 - ✓ sanitise hands on entry to the building
 - ✓ wash hands before receiving children
 - ✓ after using the toilet, sneezing or coughing
 - ✓ after assisting children with intimate care
 - ✓ before donning and after doffing PPE
 - ✓ after breaks
 - ✓ before food preparation
 - ✓ before eating any food, including snacks
 - ✓ before leaving school.
- should avoid touching their eyes, nose, and mouth with unwashed hands
- should avoid any close contact with people who are unwell
- will remove any unnecessary items from the classrooms and other areas
- will clean and disinfect frequently touched objects and surfaces
- will receive children from parents at entrance doors and deliver children back to parents at exit doors at the end of the session
- will ensure that doors and windows are opened, to increase ventilation and reduce contact with door handles
- will prepare and serve food to each child during snack or dinner times. Children will not be able to self – select food, as is normal procedure, at present
- provide assistance to promote thorough washing of pupils' hands throughout the session and reinforce good respiratory habits, including the 'catch it, bin it, kill it' approach
- will wear the appropriate PPE, as recommended by most recent guidance, when providing intimate care, preparing food, or at other times when 2m social distancing is more difficult to maintain, or at any time during their working hours, if they feel more comfortable doing so
- will use paper towels rather than shared towels to dry hands and white paper rather than cloths for cleaning
- will adhere to social distancing measures that require them to keep 2m distance from other adults and children, where possible
- will refrain from mixing with children in other class bubbles, where possible
- will maintain relevant records, as requested by the principal.

PROVIDING COMFORT TO A DISTRESSED CHILD

- EA Restart guidance states that the children in Pre-School settings are not expected to adhere to social distancing with other children in their class bubble, but that adults in Nursery should maintain 2m social distance from each other and, where possible, from the children in our care, however it also recognises –
‘Provision of one to one care and support is integral to the delivery of quality education and support to some of our most vulnerable pupils. Whilst adult to adult social distancing should be maintained at all times, where staff consistently remain with a pupil or a class they should likewise be viewed as part of the protective bubble and social distancing between those adults and children may be relaxed. Any such staff who wish to avail of face coverings while they carry out this role are free to do so and for any contact that has been risk assessed as requiring PPE, this will be provided.’
(EA New School Day Guidance 13th August 2020)
- We consider that pre-school aged children in our care could be described as being some of our *‘most vulnerable pupils’*, as described in EA guidance, due to their age and stage of development. We are conscious that, as in other years, some children may require extra reassurance from us when upset, particularly during the settling in period. It would prove very difficult to comfort a child while maintaining a 2m social distance, therefore we intend to continue provide a level of physical comfort, such as holding a child’s hand or rubbing their back to help to soothe them.
- Staff may wear PPE in instances where pupils need closer contact and will ensure excellent hand hygiene by thorough hand washing following closer contact with any child in their class bubble.

VISITORS

- All visitors to our Nursery School must contact the Principal prior to their visit, to discuss the nature and duration of the visit and to enable the Principal to carry out risk assessments as necessary.
- Deliveries and post will be received in the entrance hall where possible. A distance of 2m will be adhered to between the delivery or postal staff and Nursery staff. If this cannot be maintained then face coverings will be worn. Deliveries will be scheduled, where possible, between or after session times.
- Where any work is being carried out within the school setting, contractors should adhere to the principles of social distancing. If this is not possible, then consideration will be given to possible mitigation measures to minimise the closeness and duration of time that is spent within 2m, such as PPE and the timing of the work being carried out and whether it is deemed essential at this time.
- All visitors will be required to sign in and out of our building. Visitors may be asked to have their temperature taken and / or wear face coverings while inside the Nursery School building.

ENHANCED CLEANING

- Routine daily cleaning will continue to be carried out by the Building Supervisor using EA approved cleaning products at the end of each day.
- The frequency of cleaning will be increased daily, to include all frequently touched surfaces and objects, food preparation areas and toilets/handwashing areas.
- Classrooms and toilet areas will be cleaned after each session using a 'Fogging' Machine.
- All toys and resources will be cleaned or changed between sessions.
- Outdoor play equipment will be cleaned after each usage.
- Resources that are hard to clean will be removed from classrooms and other play areas.
- Laundry will be washed at 60 degree cycles and tumbled dried where possible.
- Disposable plates and cups will be used for snack. Dinner plates and cutlery will be washed in a hot dishwasher cycle after usage.
- Bins will be emptied at the end of each session, double bagged and transported to larger bins outside. Waste from an area where someone has COVID – 19 symptoms or a confirmed case will be stored for 72 hours, before being disposed of.
- The EA Cleaning Service will be notified following a confirmed case of COVID-19. Their guidance, along with PHA guidance will subsequently be followed.

CURRICULUM PLANNING

It is our hope and overarching aim that the pre-school aged children in our care can continue to have a safe, play-based learning experience, appropriate for their age and stage of development, in line with the NI Curricular Guidance for Pre-School Education.

In planning for learning through play during the COVID-19 pandemic, we have implemented the following measures –

- Planning in all areas will take into account that the children we are receiving will most likely have spent extended time at home with their primary care givers during the ongoing pandemic. We will focus on building and maintaining positive, trusting relationships with the children in our 'bubbles' and help and encourage them to develop relationships with their peers. Each child's Personal, Social and Emotional Development is of paramount importance in Nursery School, and we will be using stories, puppets and our Golden Rules series to teach children about their own and others' emotions and who they can talk to in Nursery School if they are feeling worried or unwell.
- We will reinforce good hand and respiratory hygiene habits and will assist children in learning self-care skills, including thorough hand washing and using a tissue.
- Children will remain in consistent class bubbles and will have minimal to no interaction with other class bubbles.
- Pre – School Restart from the Department of Education states,

'Pre-school children within a group or bubble will not be expected to socially distance, however distancing within classes should be maximised wherever possible, based on physical capacity and the activities that pupils are engaged in.'

We have removed as many extra resources and furniture from our classrooms to maximise the available space. Staff are expected to maintain a 2m social distance, where possible, however we will endeavour to have meaningful, high quality interactions with children during play, which will involve talking with them, demonstrating skills, assisting them with tasks and providing them with resources to further and reinforce learning experiences.

- Toys and play resources will be used consistently by one bubble. These will be cleaned after each bubble's usage. Where changes have to be made to play areas, such as the removal of certain toys or resources that are very difficult to clean, we will endeavour to provide alternatives that will enable the children to develop their skills and have similar learning experiences towards their early learning goals, as intended in our planning.
- Remote learning will be supported for those children who are unable to attend e.g. those advised not to attend for medical reasons, or who have to self-isolate, in line with PHA guidance.
- Stories, Rhymes and Discussion times will take place in our main classroom area, as opposed to the smaller Quiet Room areas.
- Children will each have a tabard apron that they will wear for the duration of their play session that will be machine washed weekly by staff. Tabards are used to protect the child's clothing during messy play. Having their own tabard to wear each day will mean that they do not have to share tabards at play areas with other children.
- We intend to play and learn outdoors daily, weather permitting. Only one class bubble will play in an outdoor area at a time. Outdoor learning equipment will be sanitised following each bubble's usage. Parents should ensure that children are appropriately prepared for the weather – sun cream to be applied before coming to Nursery and sun hats to be sent in on hot days, coat with a hood and appropriate footwear to be worn (wellies are not suitable for climbing on the larger play equipment.)
- The number of children who can play at each area in the classroom will be limited to a maximum of 4.

This Policy and Procedures document will be updated, as required, when as more information becomes available and in line with the most current Public Health Agency and Department of Education guidance.

Date policy ratified by the Board of Governors - 31st August 2020

School Response when a child is observed to have COVID-19 symptoms during their session time in Nursery

Member of staff reports their observations / information the child has provided regarding how they are feeling to Class Teacher



Class Teacher makes decision to isolate child in a designated area, contacts child's parent and asks them to come and collect the child. Area is cleaned and class continues for rest of class bubble.



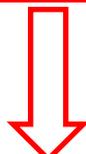
Child is accompanied to the designated area, away from their class bubble, by a staff member. Class Teacher will designate a member of staff to supervise the child, wearing PPE and ensuring the area is well ventilated,



Child is collected by parent / carer.
Record is completed by Class Teacher and signed by Parent and Class Teacher.
In cases of twins or triplets, all members of the same household are to leave Nursery at the same time with parent / carer.



Parent / Carer is advised to self-isolate and arrange a COVID-19 test. Household should follow NHS guidance to isolate until test results are available. Results should be shared with Nursery and NHS Test, Trace and Protect guidance followed. If no test is taken household should self-isolate for 14 days.



Staff member should remove PPE safely, dispose of it in black bin liner, tied at top and double bagged. Waste to be stored until test results are received. Staff member to wash hands for 20 seconds, minimum. Designated area to be cleaned. Record filed in COVID-19 records in Nursery School office.

Procedure to follow where a child or member of staff, or someone in their household, has symptoms of COVID-19

Member of staff or child, or someone in their household has symptom(s) of COVID-19

Staff Member / child does not attend Nursery, contacts Nursery to provide them with the information, self-isolates at home and arranges to take a COVID-19 test.
Test results should be shared with Nursery as soon as possible.

TEST RESULT IS **NEGATIVE**

If everyone in the household who had symptoms is tested and all receive a negative result, parents should follow NHS Test, Trace and Protect guidance on the length of time they should self-isolate for.

TEST RESULT IS **POSITIVE**

Household should follow advice from NHS Test, Trace and Protect service and self-isolate at home for the recommended period of time.

Principal / Teacher to seek and implement advice from NHS Test, Trace and Protect service / EA and notify / advise other members of the class bubble(s) as appropriate.
Principal to initiate enhanced cleaning protocol and keep record of actions following report of confirmed case(s).

Staff Member / child / other members of class bubble to return to Nursery School after following NHS Test, Trace and Protect service guidance on the length of time they should self-isolate at home.

Procedure to be followed in the event that someone in our Nursery Community is COVID-19 positive

A member of our Nursery School Community tests positive for COVID – 19.



Principal, Class Teacher or Senior Clerical Officer to contact EA / PHA to report case and to receive guidance.



Area(s) of Nursery School where child / adult has been is closed off for 72 hours before enhanced cleaning is carried out.



Principal, Class Teacher or Senior Clerical Officer to contact staff and parents of children in same bubble as the child or adult, to inform them that their household should isolate, arrange a COVID test, share the result of the test with Nursery School and follow the advice given by the NHS Test, Trace and Protect Service.



Child / adult may return to school when they have received a negative test and / or completed the period of isolation after a positive test, as advised by NHS Test, Trace and Protect programme.



Principal, Class Teacher or Senior Clerical officer should complete a record of their actions and file it in the School Office.

What will happen if my child is observed to have COVID-19 symptoms during their session time in Nursery?

PARENTS' INFORMATION

Your child is observed to have, or reports that they have symptom(s) of COVID – 19 during their session.



Your child will be isolated and cared for by a member of staff in a designated area in Nursery.



You will be contacted and asked to collect your child and any of their siblings who also attend Nursery, immediately



You should isolate, minimise contact with others where possible and arrange for your child to be tested. You must then share the test result with Nursery as soon as you receive it.



TEST RESULT IS NEGATIVE

If everyone in the household who had symptoms is tested and all receive a negative result, parents should follow NHS Test, Trace and Protect guidance on the length of time they should self-isolate for.



TEST RESULT IS POSITIVE

Household should follow advice from NHS Test, Trace and Protect service and self-isolate at home for the recommended period of time.

ENHANCED CLEANING SCHEDULE

Area / Surface / Object	Method	Frequency / Standard
Tables / Work Surfaces	Clean with Milton solution and paper roll.	After each session (PT) After Play session (FT)
Chairs	Clean with Milton solution and paper roll.	After each session (PT) After Play session (FT)
Light Switches / Door entry controls	Clean with Milton solution and paper roll.	After each session (PT) After Play session (FT)
Door / Window handles Window sills	Clean with Milton solution and paper roll.	After each session (PT) After Play session (FT)
Snack Area	Clean with Milton solution and paper roll.	After each session (PT) After Play session (FT)
Food Preparation Area	Clean with Esteem as normal	After preparing food
Toilet / sink area	Clean toilet seats, door locks, doors, taps, sinks, soap dispensers and paper towel dispenser and flushing handles with Milton solution and paper roll. Apply detergent to toilet bowls. Mop floors with RED mop/bucket using hot water and 'Shield' detergent.	After each session (PT) After Play session (FT)
Utility area	Clean with Milton solution and paper roll.	After each session (PT) After Play session (FT)
Floor / Carpet	Brush and / or Hoover	After each session (PT) After Play session (FT)
Changing Room	Clean with Milton solution and paper roll.	After each usage
Sensory Room	Clean with Milton solution and paper roll.	After each usage
Staff Toilet, sink and taps	Clean with sanitising wipes. Dispose of wipes in bin, not toilets.	Before / After each usage
Staff Room	Clean with Milton solution and paper roll.	After each usage
Office	Clean desks, chair handles, light switches, telephone, photocopier controls, keyboard with Milton solution and paper roll or sanitising wipes.	In middle of the day
Bins emptied	Bags tied and double bagged, liners replaced.	After each session (PT) After Play session (FT)

Area / Surface / Object	Method	Frequency / Standard
Toys	Wash in Milton solution and dry thoroughly.	After each session (PT) After Play session (FT)
Cloths / Aprons	Wash in washing machine and air dry.	After each session (PT) After Play session (FT)
Cushions / blankets	Wash in washing machine and tumble dry.	Weekly
Outdoor Play equipment	Spray with Milton Solution and allow to air dry.	After each session (PT) After Play session (FT)

ENHANCED CLEANING RECORD

Class - _____

Please initial on completion of enhanced classroom cleaning each day

Week beginning - _____

Monday	Tuesday	Wednesday	Thursday	Friday

Week beginning - _____

Monday	Tuesday	Wednesday	Thursday	Friday

Week beginning - _____

Monday	Tuesday	Wednesday	Thursday	Friday

Week beginning - _____

Monday	Tuesday	Wednesday	Thursday	Friday

Individual COVID-19 Response Record

(Child with Symptoms)

Child's Name	
Class	
Date / Time	

Covid-19 related symptoms observed / communicated by the child	
A high temperature	<input type="checkbox"/> Please note child's temperature here - ____
A new, continuous cough	<input type="checkbox"/>
A loss, or change to sense of smell or taste	<input type="checkbox"/>
Other	<input type="checkbox"/> Please provide a short description -

Symptoms identified by –	
Decision to isolate made by -	

Actions	
Child's parent / carer contacted	<input type="checkbox"/> by - _____
Child is taken to designated area	<input type="checkbox"/> accompanied by - _____
Child collected by _____	time - _____
Parent advised to arrange test and inform Nursery School of result	<input type="checkbox"/>
I have read this record and acknowledge that I have been advised to follow current PHA guidance for households with possible COVID-19 infection, to be tested for COVID-19 and to share results with school. Where tests are not taken, the household should isolate for 14 days, from the day the first member of the household developed symptom(s).	
Signed - _____	
Relationship to child - _____	

Individual COVID-19 Response Record

(Staff Member or Visiting Adult with Symptoms)

Name	
Role	
Date / Time	

Covid-19 related symptoms experienced / reported	
A high temperature <input type="checkbox"/>	Please note child's temperature here - ____
A new, continuous cough <input type="checkbox"/>	
A loss, or change to sense of smell or taste <input type="checkbox"/>	
Other <input type="checkbox"/>	Please provide a short description -

Symptoms reported to –	
Decision to send home made by -	_____ Time - _____

Actions	
Staff Member / Visiting Adult is able to drive themselves home <input type="checkbox"/>	
Relative contacted to collect staff member / visiting adult from Nursery <input type="checkbox"/>	
Adult collected by _____ time - _____	
Adult advised to self-isolate, arrange COVID-19 test and inform Nursery School of result <input type="checkbox"/>	
I have read this record and acknowledge that I have been advised to follow current PHA guidance for households with possible COVID-19 infection, to be tested for COVID-19 and to share results with school. Where tests are not taken, the household should isolate for 14 days, from the day the first member of the household developed symptom(s).	
Signed - _____	

Individual COVID-19 Response Record

(Report of a Positive Case received by Nursery School)

Child's Name	
Class	
Reported to	
Date of Positive Test Result	
Date last attended Nursery	

Actions taken –	
Advice sought from EA / PHA	<input type="checkbox"/>
Parents of other children in bubble contacted	<input type="checkbox"/>
Staff Members in bubble informed	<input type="checkbox"/>
Cleaning procedure initiated	<input type="checkbox"/>
Other action(s) taken	
<hr/>	

Signed -	
Date –	

