

## Protocol for staff who develop symptoms of COVID 19

This policy is in addition to Middlesbrough Council and Stainsby/ Bright Stars nursery sickness policy.

If a member of staff develops symptoms, the following process must be followed:

- Inform manager/ deputy manager, manager/ deputy to take the necessary steps to ensure the setting has been appropriately cleaned, move into a different room for a period of time.
- Anyone who begins to display coronavirus symptoms while in the setting should be sent home immediately and follow government guidelines on [what to do if you or someone in your household develops symptoms](#).
- Update People Manager.
- Staff member to request a test for COVID 19 - <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Contact [testandtraceboro@middlesbrough.gov.uk](mailto:testandtraceboro@middlesbrough.gov.uk) to inform and take advice.

Anyone who is displaying coronavirus symptoms, or has displayed symptoms in the previous 7 days, or lives with someone who has displayed symptoms in the previous 14 days, should not attend work unless they have tested negative for coronavirus.

The [main symptoms of coronavirus](#) are:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

They and their household members should follow the [advice for households with possible coronavirus infection](#).

- Once the member of staff has left the setting, settings should follow [Cleaning of non-healthcare settings](#) to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely.
- PPE is to be double bagged and kept in an appropriate area for 72 hours, then disposed to outside bins.

Where the staff member tests negative, they can return to the nursery and the fellow household members can end their self-isolation. If the staff member tests positive, the rest of their immediate group within the nursery should be sent home and advised to self-isolate for 14 days. The other household members of those advised to self-isolate do not need to

self-isolate unless the child or staff member they live with subsequently develops symptoms.

- Take appropriate steps to deputise responsibilities or arrange cover if affected members of staff fulfil designated roles, for example paediatric first aid, SENCO or safeguarding lead.
- Inform parents/carers who were in the same bubble that they have had close contact within the last 48 hours to let them know you have symptoms of coronavirus COVID-19.
- Ensure that emergency contacts are updated in advance of opening and consider where these may need to change, for example if previous emergency contacts are in a shielded group.

As part of the national test and trace programme, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise settings on the most appropriate action to take. In some cases a larger group may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.