

12 November 2021

Dear Nursery Manager,

With Winter fast approaching, the accumulative effect of Covid-19, influenza and Norovirus could result in a dramatic spike in infection rates within the borough. To further support businesses during this time, we have provided key guidance which should be incorporated into your workplace risk assessment and action to take in event of an outbreak.

### Key considerations:

- Encourage your staff to get **vaccinated**.
- **Wear a face covering** – the virus spreads through the air by droplets and aerosols that are exhaled from the nose and mouth of an infected person.
- Keep testing - regular **Lateral Flow testing** can help uncover hidden cases of the virus that would otherwise go undetected. It is advised that staff partake in a twice a week Lateral Flow testing regime.
- Should staff or children display any **symptoms** of COVID-19, even mild, they should stay at home and arrange a PCR test immediately. If a member of staff (even if they are vaccinated), or child is unwell with symptoms, they need to act quickly by isolating and getting a PCR test.
- **Washing hands** regularly to help stop the spread of COVID-19 and other circulating winter viruses such as coughs, colds and flu.
- Remember **enhanced cleaning of frequently touched surfaces** is key and should be carried out in conjunction with cleaning schedules and cleaning checklists.

### Ventilation:

- The importance of adequate ventilation for the circulation of fresh air in enclosed spaces is paramount in controlling the risk of spread of aerosol droplets. Measures such as opening of windows and doors cannot be understated.
- If you have air conditioning systems within your setting, please ensure that routine services and planned maintenance inspections are carried out within the required timescales by competent contractors. It is important that remedial works are carried out for any defects identified.
- A link to the HSE guidance on ventilation is added below:

[Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](https://www.hse.gov.uk/covid19/ventilation/)

### Outbreak Management

If positive cases of Covid-19 are identified in your setting, the following measures need to be put in place:

- Advise the children/parents on guidance regarding testing and self isolation.
- Notify DfE, OFSTED and Early Years/Environment Health Team (LBHF).

- Complete the line listing exercise (which may be relied upon in the event of an outbreak meeting). Key information to be recorded must include date of symptoms, date of PCR test, date of positive diagnosis, last day at nursery and number of close contacts and if they have been contacted by Test and Trace.
- If the threshold is met for an outbreak (an **outbreak** is 2 or more cases linked by time and place, then LCRC/Health Protection Team needs to be notified).
- A link to the Contingency Framework: Education and Childcare settings is added below:  
[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/contingency-framework-education-and-childcare-settings)

These steps will help protect your nursery from COVID-19 as well as other circulating winter viruses.

If you require any further advice on the points raised or need support with your risk assessment, then please do not hesitate to get in touch.

Yours sincerely,

Food and Safety Team