



Email Sent 05/03/2021 17.02

Dear Provider

And breathe ☺ Well done for all your effort and hard work this week, we have seen some fantastic examples of resilience and flexibility as we've problem solved and supported each other, staff and families through into this next stage. Thank you.

Here are some updates and information for you.

1. The Stage 3 Requirements & Guidance

This is currently being reviewed by Education and Public Health and I hope to get that out to you as soon as it is agreed.

2. Staff Mental Health and Wellbeing support

The Educational Psychology Team have updated their support and guidance document to help us as we return to our settings. This is attached to this email and we would recommend sharing this with your team. As our childminders are lone workers and often by the nature of the leader/manager role please remember to take time for yourself. We are often better at giving advice to others than listening and taking it ourselves! ☺

3. Submitting Daily Attendance

Those providers who have been open in Stage one you no longer have to submit your daily numbers to SEYT from Stage 2 (March 8th)

4. Staff Testing - Providers who are currently open in Stage 1

We have seen a really positive response to the workforce screening. As you will be aware, many educational staff have been tested regularly over the past few weeks alongside our essential worker and vulnerable children. For the past three weeks there have been no positive cases related to any educational establishments. Children have continued to be tested this week and there continue to be no positive cases.

Following discussions with Public Health, there is confidence that there are no cases within the staff and children who have been mixing regularly in our settings throughout stage 1. For this reason, it is not considered necessary to test staff again this weekend. However, it is important that staff are tested towards the end of the week and over next weekend (11th-14th March) as this will follow a period of time where staff will have interacted with a much wider range of children, coupled with greater activity across the island. **Please ensure to share this with your teams if you are currently open, to give some reassurance to your staff.**

I will be in contact next week with **ALL** Preschool, day nurseries and childminders with the details of the place and times of the next staff testing slots.

5. Preparing for more active travel

As the Bailiwick moves out of this lockdown we know that there will be an expectation that active travel is encouraged as children return to early years settings. The Health Improvement Commission can support early years settings as they consider how best to encourage active travel for all families.

In particular they can:

- Advise on practical arrangements especially for drop-offs and pick-ups
- Promote active travel with your families – helping you to send out positive messages
- Advise on routes to and from your setting
- Signpost settings to appropriate bodies such as Traffic and Highways services



Many of you have had contact with Alex Costen, the Active Travel officer, alex.costen@healthimprovement.gg and Alun Williams alun.williams@healthimprovement.gg Please do contact them for advice and suggestions

Thank you once again from all our team, for everything you have done to support our islands and I hope you are able to enjoy a restful weekend.



Many thanks

Ruth Sharp

**Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture**



Email Sent 01/03/2021 10.01

Dear Provider

I am sharing the following information with you in your professional capacity as an Owner/Leader/Manager of a Day Nursery or Preschool or Childminder.

In preparation to moving into Stage 2 we have written the attached Stage 2 guidance and Requirements for our sector in partnership with Public Health. Stage 2 currently sees Education Providers welcome back all their children and you will therefore have the option to reopen your provision or extend the opening if you are open currently. We know that many of you will already be looking ahead and actively planning for whenever settings may reopen. It is possible that details of the timeframe for reopening of settings may be shared by the CCA at today's media briefing at 1300.

In order to ensure we open safely you must:

1. Read and understand the Early Years Provider Stage 2 Requirements and Guidance
2. Complete and submit a Stage 2 COVID 19 Risk assessment
3. Complete and submit a Benefit-Risk Assessment checklist for Stage 2

Stage 2 Requirements & Guidance

The Stage 2 Requirements and Guidance is attached which includes example check lists and risk assessments as well as a Frequently Asked Questions Section in the Appendix.

Please read this documents and if you have any questions please write them in an email to seyt@gov.gg. The team will struggle to respond to any phone calls this morning as we are required to attend a number of meetings. We will collate these questions and answer them all.

Microsoft TEAMS Meeting

We would also like to offer you the **option** to join a Microsoft TEAMS meeting at **1600 today (1st March)** where the SEYT will be able to talk through some of the most frequently asked questions.

Join on your computer or mobile app [Click here to join the meeting](#) . Further support and instructions of how to join are attached.



Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture
States of Guernsey



Email Sent 19/02/2021 16.54

Dear Provider

1. Clarification 28 day testing for staff & children who have tested positive for COVID-19

We have received further information relating to staff who tested positive during the second wave of Coronavirus in the Bailiwick. Public Health have advised that it is now safe for colleagues who have recovered to be in the workplace (Early Years or Schools). This is because there is no real possibility to contract the virus again so soon. However, please note the following:

- Check that staff do not have anyone else in the home who is still recovering or a positive case
- Ensure that staff remain very vigilant for symptoms
- Ensure that these staff are included in your testing regimes but only from 28 days after their +ve test result

Confirmation has been sought that the same rules for staff will apply to children who have tested positive for coronavirus. Children who have recovered cannot be tested until 28 days after their positive test result. Parents should be able to provide you with the date from when they can be tested. In such cases **please pass this onto the SEYT so we can include this when we send their details to the scheduling team with the effective date.**

Apologies that we have provided differing information on this specific issue this week, however, as we have all learnt, things change fast in the present situation.

2. Transport support to access testing.

For children who need support to get to testing, there is help available. Please pass on these details to parents who you know cannot get their children to the PE for testing.

- St John, tel: 742147
- Health Connections tel: 747227 or transport@healthconnections.gg

3. Staff Testing

Staff are no longer required to complete the Travel Tracker in advance

Transport - Public Health have advised that a colleague may take one person in their car who does not drive to the East Arm, provided that both occupants wear face coverings, that the passenger sits in the rear of the vehicle, that windows are kept open and the vehicle is cleaned after with detergent/water or suitable detergent/disinfectant wipe.

4. Stage 2

The Committee for Education, Sport & Culture have published a document with a summary of the planned exit from lockdown (attached). The SEYT will be working on finalising the details of what this will look like for our sector -It will be similar to the previous phases 3 and 4. It will outline the requirements, in detail, for reopening with clear guidelines on processes that must be in place to be able to reopen, which you will be familiar with. We will share this with you as soon as we can so you can begin planning.

5. Mental Health and Well-being contact sheet

There has been some confusion as to how to fill in the form so we have adapted it (attached) and there is a worked example below to help.

The form is now the same for if you are closed or open please submit one per setting.



Emails Sent to all Preschools, Nurseries and Childminders from The States Early Years Team



States Early
Years Team

Contact sheet for ALL Providers during Lockdown

TODAYS DATE:19/02/2021		NAME OF PROVIDER: <i>Ruthies Nursery</i>					
WEEKLY RECORD OF CONTACT WITH CHILDREN ON ROLE							
Total Number of children in your setting	45	Total number of children considered vulnerable (CV)	3	Number of children contacted this week	43	Number of children considered vulnerable (CV) contacted this week	2

ONLY FILL THIS PART IN IF YOU HAVE NOT HAD CONTACT WITH A CHILD OR YOU HAVE ANY CONCERNS										
Initials of any child you have not been able to contact/seen or have concerns about	Contact has been made?		Attending an alternative provision (If Y please state temporary setting)		Support from SEYT required?		Level of need* (indicate one of the following None, SEND, LAC, CP, CIN, TAC, AF or CV)	Follow up with HV/SW		Summary of contact/concern
	YES	NO	YES	NO	YES	NO		YES	NO	
ES		✓	Hynes preschool			✓	CIN	✓		CIN not been able to make any contact so have contacted the HV (19.2.21) for further support they are going to follow up
BC	✓			✓	✓		None		✓	Mum has reported that she is really struggling as she is suffering with her mental health and has no family so is feeling isolated

6. Health Improvement Commission

The HIC have shared details on their website about the fantastic work the sector has been doing in partnership around your Eat Well Policies. You can find the article and more details here <https://healthimprovement.gg/news/article/early-years-eat-well-policy-launch>

Once again thank you for your continued professionalism and commitment to your children, family and staff teams. There has been some exceptional examples this week of working in partnership to support some of our most vulnerable children and families and we appreciate your efforts and compassion. I hope you have an enjoyable weekend – take care, on behalf of myself and the team.

Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture





Email Sent 18/02/2021 18.09

Dear Childminder

We have received the following clarification from the CCA:

1. Childminders can currently only work with one family in support of children of essential workers or a child considered to be vulnerable, applying exactly the same criteria as the other educational establishments such as nurseries and schools. Those childminders that are currently working under this criteria are also included in the testing programme and are being regularly tested for Covid19 every 7 days. This will not change when we move into stage 1 – currently planned for Monday 22nd February unless otherwise instructed.

This means that as with teachers in schools, practitioners in nurseries, those childminders that are open are able to bubble with another household of their choosing and can continue working with the family they are currently open and working for.

2. Childminders, preschools and nurseries will not reopen until stage 2 unless they are supporting child/ren considered vulnerable or the child/ren of essential workers as set out above. If you are reopening you must contact the SEYT to ensure you are meeting criteria and are included in the testing scheduled.
3. If a childminder wishes to enter into an arrangement whereby they are childminding the children of another household not falling into the essential workers criteria or a child considered vulnerable at this time, then they can, but they must be aware that this household must then become their bubble. They will not be able to bubble up with another household on top of this. If you make this decision you are effectively trading this against your ability to bubble with another household and will have made your choice to bubble with one of your mindees family at this time.

I hope this make things clearer for you, if you need any further clarification or have any questions, please get in touch with the team and we will endeavour to support you the best we can.

Take care

Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture



Email Sent 18/02/2021 17.38

Dear Provider

Thank you for your continual commitment and hard work at this time, we appreciate all you are doing for your children, families and staff teams.

You will have heard yesterday at the media briefing Deputy Ferbrache announce the CCA's decision to move in to Stage 1 for Alderney today (18th February 2021) and for Guernsey on Monday 22nd February. Details of what that means for our community can be found here: <https://covid19.gov.gg/guidance/exit> with a media release attached.

1. Stage 1 – What This Means For The EYs Sector

There are currently no operational changes to the sector in stage 1.

Childminders

We are waiting for clarification from the Civil Contingency Authority around their announcement regarding bubbles as there has been some discrepancy in information shared. Please be patient and we will send through this clarification as soon as we receive it.

Essential Workers

The essential worker criteria remains unchanged and is as follows:

In order for children to be able to attend your early years setting, both parents must be essential workers or in the case of a single parent, the sole carer is an essential worker. It is also important to note that a place should only be offered to essential workers who need to go out to work away from their home. Parents must complete the following google form if they are applying for a place at your setting. Providers and parents will be notified if their application has been successful.

This is the link to the Google Form

https://docs.google.com/forms/d/1An2_gcl9kpRfUOGNx4M24rcfLmndYEXa8jxtGvJYqxM/edit

Children Considered Vulnerable

Please continue to check in with your children and if you have any concerns please indicate this on your weekly MH&WB check form for all children. If you feel a family needs to access a place please contact the team straight away and we will work with you and partner services to support this.

2. Assisted Funding

If a child, who is currently in receipt of assisted funding, are attending your setting, you can invoice the SEYT for their agreed hours. If a child who is in receipt of assisted funding is not attending your setting during lockdown then assisted funding will not be paid. If your invoice has already been processed then we will work with you to offset this in the summer term payments.

3. Staff & Children Who Have Tested Positive for Covid 19

Public Health have stated that if a child or member of staff has tested positive they are not allowed to return to work/ your setting until 28 days after their positive test as long as Public Health have indicated they have recovered and have obviously retested negative. This may affect some staff being able to return to rotas. Please ensure you indicate the date of the positive test when you submit a child's name for testing to attend your setting as this must be passed onto the testing scheduling team for their records.

4. Proof of a Negative Test

Some parents have had their child's covid test results shared with them by telephone and others have received a text or email. This has caused some problems for some parents and providers in seeing proof of



a negative test. It has therefore been agreed that you no longer have to see proof of a negative test and can trust the parents to be honest with this information. If you would prefer to put something in place to record this with your parents, you could create a simple proforma for parents to sign to confirm their child's negative test.

5. How to avoid becoming a contact of a +ve case

The contact tracing team have captured a common pitfalls document to help staff in the workplace avoid becoming a contact of a positive case. Please ensure that you share this with the staff working in your setting currently.

Problems / issues that cause co-workers to have to self-isolate	Safer behaviours / less likely staff would need to isolate if these behaviours were strictly observed	Notes
Face-to-face meetings; any time in a closed environment without PPE	Remote meetings whenever possible; if not possible meetings are short, all parties wear masks and socially distance	Common examples: handover/start of day meetings (find alternatives); having lunch/tea breaks in staff room/social areas (current guidance does not permit this at the moment). Consider staggered breaks so that people do not congregate.
Ineffective/patchy mask use	Masks in constant use in communal areas and with adult to adult contact (socially distanced) masks cover mouth and nose at all times; masks changed after appropriate time limits	In education settings, face coverings should be used by adults and secondary aged pupils where it is not possible to be socially distant when moving around the building- see specific education guidance here
Shared work vehicles	Drive in separate vehicles to the destination whenever possible; at this time don't share vehicles unless there's no other option; if no other option space driver/passengers within the car, windows fully down, everyone wears a mask for whole journey	This is also true for any unnecessary shared items e.g. brush, blankets, cardigans, pens, other stationary
Irregular cleaning	Frequently clean touch points in the work environment; everyone should take personal responsibility for this; wash hands after touching surfaces	Printer touch screen/ kitchen appliances/door handles in shared facilities, tables, resources etc.
Inadequate social distancing	Maintain 2m from co-workers where possible; make it normal to ask people to move back a bit	People with single offices could consider placing a chair blocking the open doorway so that people can't easily enter. Alternatively, floor markings could be used. Take the same level of care between colleagues as you would take with patients/customers/families. Sometimes there is some complacency between colleagues that there isn't when dealing with the public.



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**States Early
Years Team**

Symptoms	Managers should get into the habit of asking each member of staff at work if they have COVID-like symptoms today, send people home if symptomatic, instil a culture that people are comfortable not to come in if unwell, ensure staff are aware of what happens with sick pay/leave referring to your policy/contracts.	
Direct contact	When the job doesn't require it there should be no direct contact between co-workers for the time being	Direct contact with a case (touch handshakes, hugs) almost always puts people into isolation as this is a high-risk activity
Inadequate ventilation	Open windows and doors regularly	

Please take care and stay vigilant, if you need our support or have any questions please get in touch with a member of our team. On behalf of all of us in the SEYT.



Many thanks

Ruth Sharp

**Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture**



Email Sent 12/02/2021 19.12

Dear Provider

I hope you are all keeping well and warm, well done for making it through another week and once again a huge thank you to you all for continuing to be so supportive to your children, families, staff, each other and our team. We are immensely proud of your ongoing commitment and compassion and are very grateful to you all.

Small Business Grant

In the media briefing this afternoon, Paul Whitfield announced that the small Business Grant would be available for those business who employ less than 25 people including those who are self-employed from Monday 15th February. There have been some updates made to the process from last year's lockdown. Please find details here <https://covid19.gov.gg/guidance/business/grant> which will support you in your application should you qualify. If you do not qualify for this please ensure you apply for the payroll funding scheme, this is open to childminders too.

Payroll Co-Funding

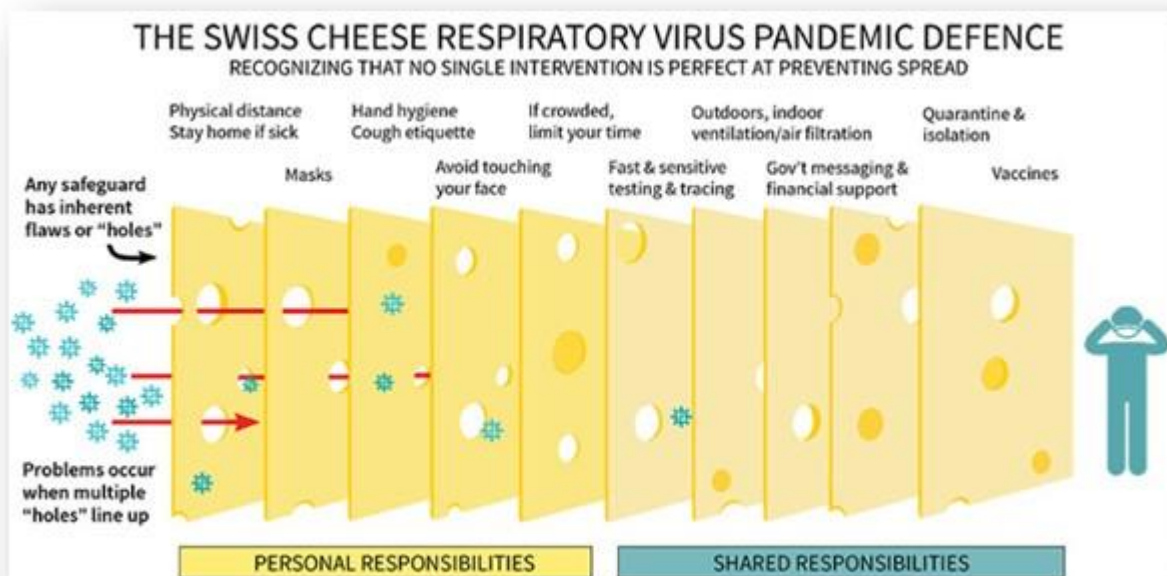
Information about this scheme can be found here:

<https://covid19.gov.gg/guidance/business/payroll-scheme>

If you have any questions please contact the Businesses Financial Support Team on 01481 743803 or by email on business.support@gov.gg

Face Coverings

Please find attached information around face coverings from PH. It will be law from Saturday 13th February to ensure you are wearing a face covering in an indoor public place including transport. With regards to your own provision we would suggest you to enforce a policy for parents and practitioners to wear face coverings for drop offs and collections and in any communal places such as staff rooms, kitchens, offices etc. where there is more than one person in the space. Children under 11 years old are exempt and for our children we would not expect them or the practitioner to be wearing a mask whilst working. Some providers are using clear face shields so children can clearly see an adults face for communication purposes and nonverbal cues and comfort for snacks and lunch time where they are handling/ serving food or changing nappies and helping with personal hygiene. All your provision has significant mitigations in place such as enhanced cleaning, hand washing, 2 metre social distancing with adults where possible and limited uses of some resources, not forgetting regular Covid tests! All these mitigations will support you in ensuring you are keeping any risk to a minimum. See the diagram below to illustrate how all these mitigations work together to reduce the risks and keep us safe. (Taken from [Saskatchewan Health Authority](#) 2020)





Mental Health & Well Being (MHWB) & Safeguarding check ins

Just a reminder that we all have a duty of care to be checking in with all our children. Please ensure you submit the number of children you have in your provision and how many you have had contact with over the week. If you have any concerns or have not been able to check in with a child please ensure you indicate this on the form or email and we can work with you and our partners to ensure all children and families are safe and well.

If you or your team need any support please get in touch with our team.

Childminders & Bubbles

We have received a number of enquiries seeking clarification for childminders when we move to stage 2 and can bubble with another household. I have raised this as a specific question to PH and will share this information as soon as we receive it.

Planned Exit from Lockdown 2021

You can find the details of the CCA's Plans for the exit for the Bailiwick from this lockdown including the PDF here: <https://covid19.gov.gg/guidance/exit>

We will continue to stay in touch and share all information with you as soon as we can. Please continue to contact us with questions, clarification, support and advice. Have a good weekend.



Many thanks – from myself and the team

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture



Email Sent 09/02/2021 13.44

Dear Provider

We hope you are well and continue to thank you for your response and professionalism.

We are working closely with Public Health to plan and prepare for the following week. Please read and action as appropriate the information below to assist us at this time.

Providers who are currently OPEN

Please ensure this is completed by **10am on Wednesday 10th February.**

If you are currently open please send me the **names of all staff** and the **number of all children** who will be working next week and include the date they had their Covid test. Please ensure this includes any back up teams you may need for cover. If they have not yet been tested leave this blank. Please see Worked Example below:

EY Provider: <i>Sharp Day Nursery</i>	
Number of Essential worker children expected to attend in the week	Number of children considered vulnerable expected to attend in the week
8	2
Staff name	Date of Covid test
<i>Ruth Sharp</i>	5/2/21
<i>Sarah Ferguson</i>	
<i>Rachael De Castro</i>	5/2/21
<i>Linda Roberts</i>	5/2/21

SEYT will be coordinating all 7 day retesting and all new testing. Testing times have been requested for late afternoon/evening or the weekend so as not to interfere with working hours and shifts.

If you have identified any additional children who are attending next week please ensure you send through their details to check this testing status.

You are required to submit attendance data of the number of children and number of staff in your setting to seyt@gov.gg by 0930 daily

Providers Planning on OPENING NEXT WEEK 15/2/21

If you are planning on opening next week you must submit the following to seyt@gov.gg by **10am Wednesday 10th February**

- Number and name of Staff you require to be tested to be able to work. Please ensure this includes any back up teams you may need for cover
- Number of children expected in – Please indicate if these are essential workers or considered vulnerable
- If they are children of parents who are BOTH essential workers they must fill out this google form for approval:
https://docs.google.com/forms/d/1An2_gcl9kpRfUOGNx4M24rcfLmndYEXa8jxtGvJYgxM/edit
Once this form has been completed a decision as to whether they meet the essential worker criteria will be taken centrally and a letter will be issued to the parents and provider to confirm this.
- If you have children who are considered vulnerable and wish to attend, you must send through answers to all 5 of the following questions to seyt@gov.gg for collation and onward sending to the scheduling team



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from The States Early Years Team**



States Early
Years Team

Please ensure you telephone any child in your provision you consider to be vulnerable, and collate the following information over the phone:

1. Name of parents
 2. Contact number for testing team
 3. Names/DOB of children
 4. Consent to share information with HSC testing team
 5. Consent to receive test result notification by text
- The States Early Years Team will pass on details of the children who will be attending your setting to the scheduling team so they can be tested at the PEH. Testing for children will be clinician led. You will need to check that each child has had a negative result by asking parents and carers to share a screenshot of the text confirming the result.
 - Testing for staff will take place at the East Arm. Staff are required to register on the Travel Tracker to do this. Please see letter attached '**Staff Testing Letter**' with details to pass onto your members of staff.
 - You are required to submit attendance data of the number of children and number of staff in your setting to seyt@gov.gg by 0930 daily

Providers Remaining CLOSED

If you are remaining closed you are not required to action anything at the moment, unless any of your families require support to find alternative arrangements. Please ensure if they are essential workers they complete the google form and if they are considered vulnerable contact the SEYT so we can work in partnership with you to support these children.

Apologies for the urgency of this request, we appreciate all you are doing to assist this process.

Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture



Email Sent 05/02/2021 17.46

Dear Provider

Well done for all your hard work in another challenging week, you have been fantastic and our team and I are very grateful to you. A big thank you to those of you have checked in with us and sent us kind messages and some great pictures of support and activities ☺ You've really boosted us all.

Below you will find some updates and links to some great resources you, your teams and families may find useful and fun as we go forward together.

Websites and Activities for Preschools, Nurseries, Childminders and Parents Distance Learning

We've put these into themes:

Getting children moving

<https://www.bbc.co.uk/programmes/b006mvsc> - short 2-3 min

<https://www.nhs.uk/10-minute-shake-up/shake-ups> - 10 mins with Disney characters

<https://www.royalalberthall.com/about-the-hall/news/2020/april/royal-albert-hall-storytellers-deliver-a-series-of-sessions-for-babies-and-toddlers/> Short 15 minute singing, stories and movement activities for 0-4 yr. olds.

Outdoor play - Juliet Robertson has a fab page showing children's story books that can be linked to outdoor play...

<https://creativestarning.co.uk/early-years-outdoors/10-useful-fiction-books-to-support-nature-play-and-transition/>

<https://creativestarning.co.uk/early-years-outdoors/leaf-play-10-ideas/> Leaf ideas

<https://creativestarning.co.uk/early-years-outdoors/10-rock-pebble-and-stone-play-ideas/> Rock Play

<https://creativestarning.co.uk/early-years-outdoors/beach-play-10-ideas/> Beach play

<https://creativestarning.co.uk/early-years-outdoors/10-little-stick-activities/> Stick play! You get the idea ☺

Connection & general activities

<https://www.bbc.co.uk/cbeebies?collection=bbc-childrens>

Babies & Toddlers

<https://www.bbc.co.uk/tiny-happy-people> A website full of information and activities to support babies and toddlers communication development. Simple daily activities can be found here

https://teach.files.bbc.co.uk/tiny-happy-people/THP_250121_ScheduleOfTheWeek.pdf

<https://hungrylittleminds.campaign.gov.uk/> Fun, Simple activities from new born to 5yr old. Advice on age related activities and specific Apps.

Children's Mental Health Week

<https://www.place2be.org.uk/about-us/news-and-blogs/2020/november/the-duchess-of-cambridge-unveils-5-findings-of-biggest-ever-study-on-the-early-years/>

Book suggested by Heidi Soulsby <https://covid19.gov.gg/sites/default/files/2020-04/Coronavirus%20-%20A%20book%20for%20children.pdf>

Main Gov.gg webpage for parents and carers <https://covid19.gov.gg/together/parents-carers>



YolanDa Brown's Band Jam!

https://www.youtube.com/playlist?list=OLAK5uy_nkn6stWOEwUG076YhD4cC79VhG1Q8hPK0

Weather Warning

Ice and possible snow/sleet has been forecast for Guernsey, please see attached weather warning – stay safe outdoors ☺

Health Improvement Commission

HIC knows that schools, Early Years Providers, and the teachers/practitioners/childminders in particular, are often the eyes and ears of the community when it comes to identifying those in need. Therefore, they are keen to work with you to support families. HIC outline below the three ways that they can work with you. They also outline how to identify if a child or family is in need of support and refer to safeguarding procedures.

1. *Share our Eat Well @ Home page*

Share our Eat Well @ Home webpage [Eat Well @ home | Health Improvement Commission](#) where we have collated healthy, affordable, and accessible ideas to help families and individuals create health meals at home. The page also includes ways for parents to support their children to build healthy relationships with food.

2. *Family referrals*

Please refer or signpost families who may need support now to Les Cotils or Guernsey Welfare Service. Please circulate the attached flyer to those families who might require support.

3. *Food provision*

HIC know that EY Providers use a variety of strategies to support children for whom food can be a concern and they do not want to duplicate those efforts. Over the next few weeks there may be an increase in demand from children for food and/or meals. You are best placed to know how to support your children. The Eat Well team at the Health Improvement Commission can provide support to you by:

- Sourcing food for children that you identify as needing support. HIC can work with the charities above and local supermarkets have offered their support with this.
- Providing advice and ideas about how to work with children and families for whom food may be a concern in the coming weeks.

HIC understand that circumstances are constantly changing and that each provider will have different requirements and arrangements but are there to help with an area that many of you have recently flagged as needing attention. The direct contacts for this support offer project are the Eat Well Team:

- tanya.dorrity@healthimprovement.gg – 01481 210420
- alex.kosmas@healthimprovement.gg - 01481 210420

However please do contact alun.williams@healthimprovement.gg (or via mobile on 07839 741223) if you need any other support with this important work.

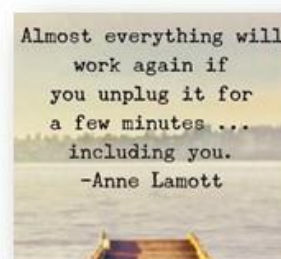
For those Providers who are opening next week, please heed PH and the CCA's advice and ensure staff are fit and well and anyone who has any symptoms MUST NOT be allowed to come into work. We can do this! Keep washing those hands and staying vigilant!

Have a good weekend – I thought this quote was apt given the tech issues this week! Unplug, breathe and take some time for you ☺

Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture



Contact sheet for Providers who are OPEN during Lockdown

TODAYS DATE:	NAME OF PROVIDER:
WEEKLY RECORD OF CONTACT WITH CHILDREN ON ROLE	

[illegible]

If you haven't heard from those children whom have been identified as having a level of need you must follow this up with the child's Health Visitor, Social Worker or Family Support Worker within the week to coordinate support.

ACTION – Ensure you are checking in on all your children and complete the attached form (one for open settings one for closed, please ensure you fill the correct one in) and return to SEYT@gov.gg each Friday.

If you are closed please ensure you are working with your families to find an alternative place if they require it and they qualify as an essential worker or you consider them vulnerable and they would like a place. Please contact the SEYT to assist you with this.

Providers Who Are OPENING

Please can you send through by email the **number** of children and **number** of staff in attendance each day to the seyt@gov.gg by 0930 daily

Guidance from Public Health has been given to us regarding staffing of Early Years settings that are planning on opening next week:

- Try to keep movement of staff to a minimum



- Try to keep individuals in one room or working with one age range only in order to limit possible contamination if a case was to be confirmed in your setting
- Lunchtime cover could be avoided by timetabling staff to mornings or afternoons
- No office staff are to be on site during the lockdown period, only practitioners working directly with children and babies, this does not include managers who are facilitating and supporting the delivery
- Ensure you have enough qualified, tested staff to step in should anyone become ill
- Ensure you have a qualified first aider on site and on shift

Funding & Charges

Charging – Please ensure parents are aware of what they are required to pay at this time. The SEYT are receiving a number of emails asking about charges whilst you are closed. These are private contracts between you and your families, please ensure you are clear with your requests and we would advise ensuring open communication to discuss these delicate and sensitive issues at this time. SEYT are advising parents to go back to their provider to discuss their concerns and questions.

PSEF – As with the previous lockdown last year, if a child is attending from another setting who has PSEF, their hours can be claimed back from their usual provider for hours during term time – this does not apply to half term. Please invoice their usual provider indicating dates and hours to be claimed.

Assisted Funding: Please contact the SEYT if any of your children or children from another setting are attending and receive Assisted Funding we will support these payments bespoke.

Media Releases

The following media releases can be found by clicking the links:

- [Support recovery clause](#)
- [Useful Posters including in other languages](#)
- Statement from Dr Rabey regarding hospital attendance (attached)

Covid Testing for Non-Drivers

If you or your team are required to have a Covid test and you do not drive, please contact Will Alexander william.alexander2@gov.gg who will require the name and contact number of all members of staff who do not drive and require to attend on foot. He will book and manage these tests individually at the harbour.

States Early Years Team Webpage

Don't forget there are lot of links, resources and information on the www.gov.gg/seyt webpage

Mental Health & Wellbeing

We fully appreciate the challenging time we are once again in and we will all feel the effects and pressures that this brings. Attached is a guide for parents and carers to support mental health and wellbeing which you may want to share with your parents.

There is a wealth of information also here <https://covid19.gov.gg/support/mental-health> with links to suggested activities, support, contacts and advice. If the SEYT can help you to access any support you need please get in touch.

Many thanks

Ruth Sharp

**Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture**





Email Sent 02/02/2021 10.05

Dear Provider

I hope you, your families and teams are remaining safe and well during these challenging times. Our emails are down so I am communicating through my google account currently.

You will no doubt be aware that planning is underway to ensure the safe reopening of schools and early years settings. It has been agreed that Early Years settings can open from half-term for the children of essential workers and vulnerable children. Given the unsettled times the focus needs to be on minimising the risk of the virus spreading and so numbers of children in settings and at school need to be as limited as possible. It has therefore been agreed that in order for children to be able to attend school or an early years setting, both parents must be essential workers or in the case of a single parent, the sole carer is an essential worker. It is also important to note that a place should only be offered to essential workers who need to go out to work.

A list of essential workers can be found here

<https://covid19.gov.gg/guidance/business/essential>

We appreciate that it can be difficult communicating this message to parents and carers so to ensure consistency, we would be grateful if you could ask parents to complete an application for a place at your setting. A suggested draft email (attached) is provided as an attachment to this email. All applications will be assessed centrally and decisions will be communicated directly to parents from the States Early Years Team. Parents must complete the following google form if they are applying for a place at your setting.

This is the link to the Google Form

https://docs.google.com/forms/d/1An2_gcl9kpRfUOGNx4M24rcfLmndYEXa8jxtGvJYgxM/edit

that parents and carers of children attending a preschool, day nursery or childminder must complete as soon as possible. The SEYT will then be in touch with you to confirm which children can attend. This will help provide you with the confidence that you are keeping your families and children as safe as possible.

Request help from educationqueries@gov.gg if you are not confident using Google Forms

ACTION – Email parents asking them to complete an application for a place at your setting or another setting if you are going to be closed

Arrangements for vulnerable children should be managed at a setting level as you will be best placed to understand which children should be offered a place. We would be grateful if you could communicate to those families and confirm those names with the States Early Years team.

Please ensure you telephone any child in your provision you consider to be vulnerable, and collate the following information over the phone:

Answers are required to all 5 questions which will need to be passed on to the SEYT for collation and onward sending to the scheduling team

1. Name of parents
2. Contact number for testing team
3. Names/DOB of children
4. Consent to share information with HSC testing team
5. Consent to receive test result notification by text

ACTION – Contact all your families whose children you consider to be vulnerable and collate the information as requested and send to SEYT as soon as possible

Testing

In order for all education settings to reopen safely, all staff and children will need to undergo testing in advance and be in receipt of a negative COVID-19 test result. Working with our colleagues in Public Health, it is requested that any



**Emails Sent to all Preschools, Nurseries and Childminders
from The States Early Years Team**



**States Early
Years Team**

staff who will be at your setting during half-term or the week after are tested this week. Staff will need to agree to be part of a repeat 7 day testing programme.

ACTION - Collate the names of all staff who will be working and send information to SEYT as soon as possible. The SEYT will coordinate with PH and the testing team all testing schedules.

Testing for staff will take place at the East Arm. You will need to register on the Travel Tracker to do this. Please see instructions below on how to do this. We know you haven't travelled anywhere but the team carrying out the testing is the same team who normally do this at the airport/port so we are using the same system to keep things simple. The test for staff will be a self-swab test rather than a clinician led test which you may have heard about or experienced at the Princess Elizabeth Hospital.

SEYT will pass on details of your staff's name, which will be passed on to the East Arm team for registration purposes when you arrive for your test. Staff who are supporting children during half-term will be tested first (approx. Friday or Saturday), with back up teams being tested late Saturday or Sunday. Staff must inform the setting leader of a positive test result at the earliest opportunity or if they have not been given a testing slot. If your staff have not been given a testing slot by Friday, please let the States Early Years Team know.

The States Early Years Team will pass on details of the children who will be attending your setting to the scheduling team so they can be tested at the PEH. Testing for children will be clinician led. You will need to check that each child has had a negative result by asking parents and carers to share a screenshot of the text confirming the result. We hope this email answers your questions about the arrangements for reopening next week, but please do get in touch with any questions you have. We are keen to make sure that you are as supported as possible during this difficult time.

Many thanks for your hard work and continued support in helping deliver a safe environment for the island's children.

Many thanks

Ruth Sharp

**Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture**



Email Sent 01/02/2021 11.20

Dear Preschool/Day Nursery/Childminder

In our attempt to support the response to this second wave of Covid19 in partnership with Public Health, we recently requested information from you if you are planning on remaining open.

As you are an Independent Data Controller in your own right, it's your responsibility to hold information about all the children which attend your setting and information regarding the parents of those children. As the States Early Years Team, we hold data for children accessing Preschool Funding, Assisted Funding and data from HSC of Children in Need, children on a Child Protection order and Looked After Children. We have been advised that as independent data controllers, Public Health will not use the central data we have collated, but if they require any data that you hold, they will contact individuals in your provision through you as the data controller and they will do that on an individual basis. **The SEYT therefore no longer require this information and will be deleting this with immediate effect.**

Given the developing situation, it is important to be prepared that Public Health may contact you at any time and may require accurate up to date information on:

- Staff names and contact numbers (for Preschools/Day Nurseries)
- Children's names and their parent's contact numbers
- Whether any parents/guardians of those children are considered to be key workers
- Names of children attending which may be considered to be vulnerable

Fortunately, you have just done this in providing this information to us, so please keep this safe and up to date!

Any further communications, updates and any changes from CCA and SoG Central Communications Teams will be shared as usual from our team.

We will be in touch later this week with further information with regards to meeting our duty of care around safeguarding all our children whether they are in attendance or not. If you do have any safeguarding concerns as you have been in contact with your children and families this week you must follow the safeguarding process and report these in the normal way.

Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture



Email Sent 30/01/2021 16.16

Dear Provider,

I am writing to you today as a decision has been made by the CCA to extend the period of site closure to all yesterday. Please see the attached media release confirming this decision. This means that all of our children, including those whose parents are essential workers or considered vulnerable will also be in care for and learning at home for the whole week beginning Monday 1st Feb. Please send this out to your all your parents and carers.

I know that this may be disappointing news, but we also know that you will agree that the most important priority at this time is the safety of all of our children and staff. Although your site will be closed next week, remember that we are still here for you and your teams. We will continue to stay in contact with you as information and decisions are made to support planning for when we are able to open.

I have also attached the media release regarding those of you who may have attended the dance festival between Tuesday 19th January and Friday 22nd January.

If you have any questions please don't hesitate to get in contact with us.

Many thanks

Ruth Sharp

**Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture**



Email Sent 29/01/2021 10.01

Dear Provider

I hope you're keeping well and staying safe, we continue to appreciate your commitment and professionalism at this time, as always. Below are some updates for you, which you may want to share with your parents.

Update on Closures

You will already have seen that the CCA have made the decision to continue to keep all education sites closed on Monday 1st Feb as it continues to look at how it may be feasible to reopen them for the children of essential workers and the most vulnerable as safely as possible in the days ahead. This includes our schools, colleges, day nurseries and childminders. I would like to assure you that we, along with our senior leaders in Education and the CCA itself, are already doing all that we can to prepare for a safe reopening for those who need it. There is a strong appetite to facilitate this as soon as possible but, for now, it is just a matter of working out how it can be done as safely as possible.

When we do get to a point of being able to reopen sites to some, our focus will be on supporting the children of the most essential workers across the island and the most vulnerable in our community. However, during this time and until we are able to reopen fully, we will still be doing all we can to support everyone during this time.

If you would like to use the wording above to send out to your parents please do.

Face Coverings

Advice from Public Health regarding the use of face coverings is attached.

Health Visitor HUB

The Health Visiting Team are operating the HUB again as they did during the last lockdown. The contact number is 707368 and it will operate 9-5pm

You may need to leave a message and they will call you back, or you can ask that your named health visitor call them (as long as they are not on annual leave or off sick) and a message will be passed to them.

Health Improvement Commission

Please find attached a blog from the Health Improvement Provision about the importance of play that they have written for parents.

If you have any questions or queries or need any support please get in touch

Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture





Email Sent 28/01/2021 14.26

Dear Childminder

Apologies for another email requesting urgent information again, as I'm sure you will appreciate things are moving at a rapid pace and we are hoping to be as proactive as possible.

Please can you confirm the following information in anticipation of opening to children of essential workers and those who are considered vulnerable:

- Names of the children planning on attending and a contact number for each family
- What essential role the parent/carers has to qualify as an essential worker (both parents if necessary)
- OR** if they are a vulnerable child, indicate their level of need e.g. Child Protection register(CP) Child in Need (CiN), Looked After Child (LAC) or Assisted Funding (AF).

Please use the table below to show these details:

Child Information:

Details of Essential Worker/Key Worker's Child	
Name of child	
DoB	
Parent/Carers Name	
Contact number/s	
Parent/Carers Job Role	
If Vulnerable Child, indicate level of need (CP/AF/CiN/LAC)	

It would be appreciated if you could confirm these details by 6pm today

We really appreciate your professionalism and if you need any support or have any questions please don't hesitate to get in touch.

For and on behalf of the States Early Years Team

Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture



Email Sent 28/01/2021 12.21

Dear Provider

Apologies for another email requesting urgent information again, as I'm sure you will appreciate things are moving at a rapid pace and we are hoping to be as proactive as possible.

Please can you confirm the following information in anticipation of opening to children of essential workers and those who are considered vulnerable:

- Number of staff
- Individual staff's full name and their own contact number (not your settings)
- Names of all children planning on attending and a contact number for each family
- What essential role the parent/carers has to qualify as an essential worker (both parents if necessary)
- **OR** if they are a vulnerable child, indicate their level of need e.g. Child Protection register(CP) Child in Need (CiN), Looked After Child (LAC) or Assisted Funding (AF).

Please use the tables below to show these details:

Staff Information:

	Monday	Tuesday	Wednesday	Thursday	Friday
Number of Staff					
Name of Staff & their contact telephone number					

Child Information:

Details of Essential Worker/Key Worker's Child	
Name of child	
DoB	
Parent/Carers Name	
Contact number/s	
Parent/Carers Job Role	
If Vulnerable Child, indicate level of need (CP/AF/CiN/LAC)	

It would be appreciated if you could confirm these details by 6pm today

We really appreciate your professionalism and if you need any support or have any questions please don't hesitate to get in touch.

For and on behalf of the States Early Years Team



**Emails Sent to all Preschools, Nurseries and Childminders
from The States Early Years Team**



States Early
Years Team

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team



Email Sent 28/01/2021 10.53

Dear Childminder

As you are planning to open (when permitted) please find attached an Essential Worker Travel Permit for you to complete and print out if required.

Many thanks and stay safe.

For and on behalf of the States Early Years Team

Sarah Ferguson

Executive Officer – States Early Years Team
Inclusion and Services for Children & Schools
States of Guernsey
#GuernseyTogether

Email Sent 28/01/2021 10.29

Dear Provider

As you are planning to open (when permitted) please could you confirm the expected number of children (of key workers/essential workers) that will be attending your provision.

Please could you confirm the daily numbers ASAP (before 11.30 today):

Monday	Tuesday	Wednesday	Thursday	Friday

Also, please find attached an Essential Worker Travel Permit for you to complete and print out for you and your staff.

Many thanks and stay safe.

For and on behalf of the Formal Assessment Team

Sarah Ferguson

Executive Officer
Inclusion and Services for Children & Schools
States of Guernsey

Tel: +44 (0)1481 268314

Email: formalassessment@gov.gg

WWW.GOV.GG





Email Sent 27/01/2021 22.56

Dear Provider

Please can you provide an up to date contact number for your provision, this needs to be a contact number we can call you on out of hours or if your provision is closed. This is with regards to contact tracing and working with colleagues in Public Health. We will not share this contact number with anyone other than Public Health or use this contact number unless for the purpose of assisting with contract tracing at their request.

Many thanks

Ruth Sharp

**Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture**



Email Sent 26/01/2021 18.55

Dear Provider

Thank you for your patience and professionalism. Once again we find ourselves navigating through this virus. And once again I am proud of our sector for our response! Thank you 😊

Below are some links to information that was shared this afternoon.

Public Guidance and Self-Isolation Clarification

Public Health have emphasised that everyone is treated individually and, therefore, people may receive differing advice, based on their very specific circumstances; for this reason **it is important that people refrain from speculating and adapting individualised Public Health advice.** Please ensure that your teams appreciate the need for us all to follow the specific advice given to each person closely. Please see comprehensive details at <https://covid19.gov.gg/support/protect>

Vigilance

Please continue to be extra vigilant for any symptoms of COVID-19. These are:

- New and severe fatigue
- New muscle ache for no obvious reason
- Headache (sinus pain, pain around eyes)
- Loss of smell/taste
- Sore throat
- Fever (high temperature, rigors, chills, can't get warm)
- Shortness of breath, chest tightness
- Continuous new cough
- Children and Over 80s – loose stool, mild fever, not themselves with a cough presenting later

If you do start to experience any symptoms, no matter how mild, please contact the Clinical Helpline by calling **01481 756938** or **01481 756969**.

If you feel very unwell, phone 999 and tell the operator of your symptoms. Please do not visit your GP or the Emergency Department at the hospital unannounced.

More information about the symptoms and how you can treat symptoms at home is available at:

<https://covid19.gov.gg/guidance/symptoms>.

Business Support & The Co Funding Scheme

From 23rd January 2021 applicable businesses that are experiencing a significant downturn as a result of the circuit-breaker lockdown will be able to apply through the Payroll Co-Funding Scheme for a reimbursement of 80% of the minimum wage for their employees, capped at 42 hours per week. Employers must make up the remaining 20% to ensure that employees are paid at least the minimum wage (£8.70 an hour) for the hours they would normally work.

The Payroll Co-funding scheme will be paid monthly in arrears. From February 1st, applications can be made for reimbursement payments for the period 23rd January, 2021 to 31st January, 2021. The payment for this period will be capped at 42 hours per person. February payroll reimbursement applications will open on 1st March, 2021.

Eligible businesses can apply for support here: <https://business-support.gov.gg>.



Questions regarding the business support package should be directed to the Business Support team via email business.support@gov.gg or telephone 01481 743803 between 9am and 5pm, Monday to Friday.

We will continue to stay in touch, if you need any support or have any questions please get in contact.
Take care



Many thanks

Ruth Sharp

**Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture**



Email Sent 26/01/2021 16.34

Dear Childminder

At the media briefing today the Civil Contingency Authority (CCA) and Public Health have made the decision to extend the fire break, which means ALL education provision will remain closed to ALL children on Wednesday, Thursday and Friday of this week. This will be reviewed over the weekend (30/31 January 2021).

Further details explaining this decision have been shared during the briefing by Dr Brink and members of the CCA.

Please find attached a copy of the press release with details of the decision today to keep all educational settings closed.

Schools, colleges and early years providers (pre-schools, nurseries and child-minders) will remain closed to ALL students for the rest of this week.

The decision to close education sites to all students – including vulnerable students and children of essential workers – for the rest of this week will help support our principle objective to stop the rapid transmission of COVID-19.

*Cases have continued to be identified in education settings but **parents are again asked to NOT contact Public Health.***

*The scheduling team will contact relevant student groups and staff at schools where cases have been confirmed to book them in for tests, **if these are required. Please do not contact Public Health to instigate testing yourselves.** However, if you or your children develop symptoms please contact the clinical helpline 756938/756969 or your GP. For more information about symptoms please visit <https://covid19.gov.gg/guidance/symptoms>.*

While it is very difficult to be able to state with any kind of certainty what next week will bring, we are examining all options to try and get sites open as quickly as possible, and in the safest way possible, to support vulnerable students and the children of essential workers. A further update will be provided later this week and we thank all education staff for adapting to rapidly-changing circumstances.

All sites where cases have been confirmed are being deep cleaned.

Schools and the College will continue rolling the soft start to Distance Learning. Schools will be in touch with parents to provide relevant materials although it is important to note that this Distance Learning will not seek to replicate a normal school day.

Dr Nicola Brink, Director of Public Health, said:

'We have continued to identify cases in education settings and it remains cause for concern. Keeping education sites closed to all students is an important measures as we remain focused on our principle objective of trying to stop the rapid transmission of COVID-19. We are acutely aware of the impact for vulnerable students currently unable to be in school and for those parents who are essential staff and we as a community need to be in work. We are examining all options to get sites open as quickly as possible, and in the safest way possible, to support vulnerable students and the children of essential workers.'

Please share this with your parents as appropriate.



**Emails Sent to all Preschools, Nurseries and Childminders
from The States Early Years Team**



States Early
Years Team

We will be sending out some further information regarding working together to safeguard our children as part of our duty of care and will be working with you to support you and your teams at this time.

Many thanks

Ruth Sharp

**Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture**



Email Sent 26/01/2021 16.14

Dear Provider

Please find attached a copy of the press release with details of the decision today to keep all educational settings closed.

Please share this with your parents and staff **AFTER 1630 once the Media Briefing has begun.**

Schools, colleges and early years providers (pre-schools, nurseries and child-minders) will remain closed to ALL students for the rest of this week.

The decision to close education sites to all students – including vulnerable students and children of essential workers – for the rest of this week will help support our principle objective to stop the rapid transmission of COVID-19.

*Cases have continued to be identified in education settings but **parents are again asked to NOT contact Public Health.***

*The scheduling team will contact relevant student groups and staff at schools where cases have been confirmed to book them in for tests, **if these are required. Please do not contact Public Health to instigate testing yourselves.** However, if you or your children develop symptoms please contact the clinical helpline 756938/756969 or your GP. For more information about symptoms please visit <https://covid19.gov.gg/guidance/symptoms>.*

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Dr Nicola Brink, Director of Public Health, said:

'We have continued to identify cases in education settings and it remains cause for concern. Keeping education sites closed to all students is an important measures as we remain focused on our principle objective of trying to stop the rapid transmission of COVID-19. We are acutely aware of the impact for vulnerable students currently unable to be in school and for those parents who are essential staff and we as a community need to be in work. We are examining all options to get sites open as quickly as possible, and in the safest way possible, to support vulnerable students and the children of essential workers.'

Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture



Email Sent 25/01/2021 18.58

Dear Provider

I hope you have all got through today ok, please contact the team if we can support you.

Please see attached the latest media release we have been asked to share with you at this time:

Parents received advice from their child's school this morning to reassure them following confirmation of COVID-19 cases across seven education settings.

Headteachers wrote to parents to provide information relevant to their school's current circumstances and also offer guidance aimed at supporting Public Health's efforts to contact trace and test any students and staff that is considers necessary.

*We know that this is a worrying for parents but there are robust systems in place to help manage this situation. As part of Public Health's well-established contact tracing procedures, **they will directly contact any student or member of staff if they need to be tested.***

Please note that it might not be necessary to test all year groups. Where positive cases have been confirmed (St Sampson's High, Hautes Capelles, Grammar School and Sixth Form Centre, Le Murier, Elizabeth College Senior School and Junior School, Maylands Nursery) the buildings are undergoing a rigorous deep cleaning process.

If you don't hear from Public Health please do not instigate testing yourselves unless you are symptomatic.** If you or your children develop symptoms please contact the clinical helpline on 756938/756969 in the first instance. For more information about symptoms please visit <https://covid19.gov.gg/guidance/symptoms>. Public Health is incredibly busy so please adhere to the above advice and do not contact them to alert them of any links that you think that you might have. **Please only contact the helpline if you are currently symptomatic.

Deputy Peter Ferbrache, Chair of the Civil Contingencies Authority, said:

'We know the confirmation of cases across seven education settings will have understandably caused concern amongst parents and staff. On an island such as ours, education provision is very connected with married staff working across different sites and siblings attending different schools. What is most important right now is for parents and staff to work with us, help protect Public Health's capacity by not phoning or emailing unless you are symptomatic, and please go about your lives within the current rules in the knowledge that you will be contacted if you're identified as needing a test.'

Take care

Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture



Email Sent 25/01/2021 14.14

Dear Provider

We have received confirmation from Public Health that all Provision **must** be deep cleaned before opening to their children who are considered vulnerable or of essential workers once the Fire Break has been lifted.

A deep clean requires the following:

All settings should undertake a thorough decontamination of all surfaces (desks, tables, chairs, light switches, handles, touchpoints etc.) with Chlor-Clean (which meets the 1000ppm chlorine requirement from Public Health) or Oxivir Plus, which isn't chlorine-based but whose use has been approved by Public Health.

Chlor-Clean is kept in stock by local suppliers such as Mercury or A1 and I know that A1 have a stock of 750ml ready-to-use Oxivir Plus spray bottles – available via Michael.Niedzialek@foxtrading.co.uk or Anthony.Hobson@foxtrading.co.uk.

All soft furnishing should be removed where possible and if required (i.e. sleeping materials) they should be washed in 60°C plus.

Staff who are cleaning a known contaminated area should wear personal protective equipment (PPE), although since the extent of contamination is unclear we've suggested to our staff that they should wear this for all areas. The PPE includes: water-resistant masks, disposable aprons and disposable gloves. All used PPE items should be double-bagged, just in case they are contaminated. Staff have also been asked to practise social distancing at all times.

If you require any support or have any questions please get in contact with us.

Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture
States of Guernsey
#GuernseyTogether



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WWW.GOV.GG





Email Sent 25/01/2021 10.51

Dear all Childminders

We hope you are well and staying safe during these difficult times.

We have had guidance from Public Health and the Education Department to ask for your support.

Below are two versions of the same message, which we would be grateful if you could all send the appropriate one to parents **ASAP**. The words that are highlighted in yellow can be changed to suit your circumstances.

Version 1: If you have had a positive case:

Dear parents/carers

I have received confirmation that **one of the children in my care has / I have** tested positive for COVID-19. I have been working with Public Health Services who are carrying out significant contact tracing work around this case.

I know that this may be worrying news for you to hear but it is important that you know that there are robust systems in place to manage this situation. As part of the Public Health's well-established contact tracing procedures, **they will directly contact any family or member of staff if they need to be tested**. Please note that it might not be necessary to test all children, and we must trust and be led by Public Health who will contact any groups or individuals that it considers necessary. My home is also undergoing a rigorous deep cleaning process.

If you don't hear from Public Health please do not instigate testing yourselves unless you are symptomatic. If you or your children develop symptoms please contact the clinical helpline on 756938/756969 in the first instance. For more information about symptoms please visit <https://covid19.gov.gg/guidance/symptoms>.

Public Health is incredibly busy so please adhere to the above advice and do not contact them to alert them of any links that you think that you might have. **Please only contact the helpline if you are currently symptomatic.**

Please be assured that all appropriate steps are being taken. I will contact you again should any further information become available that you need to be aware of.

Kind regards – **this email is from you, the Childminder**

OR

Version 2: If you have NOT had a positive case:

Dear parents/carers

While at this stage myself or any of the children I care for have not had a confirmed positive case of COVID-19, I know that other education settings have and we must also prepare for such a possibility. As such I wanted to provide you with important information and reassurance.

I know that news of cases in education settings will be worrying for you but it is important to recognise that there are robust systems in place to manage this situation. As part of the Public Health's well-established contact tracing procedures, **they will directly contact any family or member of staff if they need to be tested**. Please note that it might not be necessary to test all children, and we must trust and be led by Public Health who will contact any groups or individuals that it considers necessary.



If you don't hear from Public Health please do not instigate testing yourselves unless you are symptomatic. If you or your children develop symptoms please contact the clinical helpline on 756938/756969 in the first instance. For more information about symptoms please visit <https://covid19.gov.gg/guidance/symptoms>.

Public Health is incredibly busy so please adhere to the above advice and do not contact them to alert them of any links that you think that you might have. **Please only contact the helpline if you are currently symptomatic.**

Please be assured that all appropriate steps are being taken across all education settings and I will contact you again should any further information become available that you need to be aware of.

Kind regards – **this email is from you, the Childminder**

We know those of you that have had positive cases confirmed want to be transparent about that, so the first version above is for that scenario whereas the second version is for settings that have not had a positive case identified.

We are currently working with Public Health and Education to give further guidance around deep cleaning your settings.

Thank you for your understanding and ongoing support.

Stay safe and well.

For and on behalf of the States Early Years Team

Kate Hynes

Early Years Education Officer
States of Guernsey
#GuernseyTogether



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Email Sent 25/01/2021 10.44

Dear all Preschool and Day Nursery Providers

We hope you are well and staying safe during these difficult times.

We have had guidance from Public Health and the Education Department to ask for your support.

Below are two versions of the same message, which we would be grateful if you could all send the appropriate one to parents **ASAP**. The words that are highlighted in yellow can be changed to suit your circumstances.

Version 1: **If you have had a positive case:**

Dear parents/carers

We have received confirmation that **one of our children/members of staff** has tested positive for COVID-19. We have been working with Public Health Services who are carrying out significant contact tracing work around this case.

We know that this may be worrying news for you to hear but it is important that you know that there are robust systems in place to manage this situation. As part of the Public Health's well-established contact tracing procedures, **they will directly contact any family or member of staff if they need to be tested**. Please note that it might not be necessary to test all year children, and we must trust and be led by Public Health who will contact any groups or individuals that it considers necessary. Our building is also undergoing a rigorous deep cleaning process.

If you don't hear from Public Health please do not instigate testing yourselves unless you are symptomatic. If you or your children develop symptoms please contact the clinical helpline on 756938/756969 in the first instance. For more information about symptoms please visit <https://covid19.gov.gg/guidance/symptoms>.

Public Health is incredibly busy so please adhere to the above advice and do not contact them to alert them of any links that you think that you might have. **Please only contact the helpline if you are currently symptomatic.**

Please be assured that all appropriate steps are being taken. We will contact you again should any further information become available that you need to be aware of.

Kind regards – **this email from the Preschool/Day Nursery**

OR

Version 2: **If you have NOT had a positive case:**

Dear parents/carers

While our preschool/day nursery, at this stage not had a confirmed positive case of COVID-19, we know that other education settings have and we must also prepare for such a possibility. As such we wanted to provide you with important information and reassurance.

We know that news of cases in education settings will be worrying for you but it is important to recognise that there are robust systems in place to manage this situation. As part of the Public Health's well-established contact tracing procedures, **they will directly contact any family or member of staff if they need to be tested**. Please note that it might not be necessary to test all children, and we must trust and be led by Public Health who will contact any groups or individuals that it considers necessary.



If you don't hear from Public Health please do not instigate testing yourselves unless you are symptomatic. If you or your children develop symptoms please contact the clinical helpline on 756938/756969 in the first instance. For more information about symptoms please visit <https://covid19.gov.gg/guidance/symptoms>.

Public Health is incredibly busy so please adhere to the above advice and do not contact them to alert them of any links that you think that you might have. **Please only contact the helpline if you are currently symptomatic.**

Please be assured that all appropriate steps are being taken across all education settings and we will contact you again should any further information become available that you need to be aware of.

Kind regards – **this email from the Preschool/Day Nursery**

We know those of you that have had positive cases confirmed want to be transparent about that, so the first version above is for that scenario whereas the second version is for settings that have not had a positive case identified.

We are currently working with Public Health and Education to give further guidance around deep cleaning your settings.

Thank you for your understanding and ongoing support.

Stay safe and well.

For and on behalf of the States Early Years Team

Kate Hynes

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Email Sent 24/01/2021 17.45

Dear Provider

We apologise for the short notice of this message, for those of you it affects. As a result of a sharp increase in the number of positive COVID-19 cases identified in the last 24 hours of students and staff, the Director of Public Health has decided to close schools, colleges and early years providers (preschools/day nurseries and childminders) to ALL children for the next two days. This means that vulnerable students and children of essential workers **will no longer be able to attend school on Monday or Tuesday.**

The decision will be reviewed on Tuesday and further announcements made, but in the meantime please read the attached media release which explains the details of why this decision was considered essential as we seek to stop the rapid transmission of COVID-19.

Please send out this information to all your parents/carers immediately.

It is important we know you have received this information and understood the directive. Please let me know by emailing me back to say you got the email and please do this **by 6pm this evening.** If I haven't heard from you before 6pm, one of the team will be in touch to follow up.

Many thanks

Ruth Sharp

Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture
States of Guernsey
#GuernseyTogether



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Email Sent 24/01/2021 12.53

Dear Childminders

We have received a number of queries around only being able to work with one family during this lockdown period. For clarity please see below.



**Emails Sent to all Preschools, Nurseries and Childminders
from The States Early Years Team**



States Early
Years Team

Childminders may continue to operate with **ONE family** of essential worker/vulnerable children only. If a childminder has more than one essential worker family they **cannot mix them**. This means you can only mind with one family during this lockdown. You cannot mind different families on different days or weeks. Public Health have been clear that this lockdown is to ensure we minimise contact as much as possible. If you have more than one family requiring provision please contact the SEYT and we can work with you to ensure all families have access to what they need at this time.

If you need any clarifications or have any questions please keep emailing us and we will continue to support you. Further details will be sent through this afternoon. We are currently working to find out which providers are remaining open, and if they are closing, are there any children and families who need support to access an alternative provider?

Thank you for your professionalism and response, take care.

Many thanks

Ruth Sharp

**Lead Education Officer Early Years
States Early Years Team
Education, Sport & Culture**



Email Sent 23/01/2021 17.05

Dear Early Years Provider

As you will have heard from the Press Briefing the decision to move into a lockdown has been made in order to reduce risk of community seeding and ensure we are kept safe. This means the following for our sector and will be in place immediately (12 noon 23/1/21 until further notice, reviewed in 14 days or sooner as necessary) where we will continue to follow government guidance.

Lockdown Information for Preschools, Day Nurseries & Childminders

Essential Workers

During the lockdown children of essential workers and those children who are considered vulnerable will be able to attend their schools, colleges and Early Years Providers (pre-schools, nurseries and childminders)

All children of parents not defined as essential workers will be required to stay at home. And parents should not rely for childcare upon those who are advised to be in the stringent social distancing category, such as grandparents, friends or family members with underlying conditions. Parents should also ensure that children observe the same social distancing principles as adults.

For children to continue to attend school, college or early years during this period it is important to note that BOTH parents (unless single parent household) MUST be essential workers. The only exception is where one parent is a nurse, doctor, other key health or care worker, teaching staff, Early Years Practitioner (this includes childminders) or staff essential to supporting the States of Guernsey's response to COVID-19, whose child(ren) will be able to attend school, college or early years even if the other parent does not fall into the essential worker category. In this instance a parent should only use your provision if they are working. If their place of work is closed and they are not required to attend their workplace to provide an emergency service i.e. on call health care professionals, they should not send their child/ren to your provision and remain at home. This will help all our educational settings keep the numbers of children as low as possible in the days ahead.

Childminders may continue to operate with **ONE family** of essential worker children only. If a childminder has more than one essential worker family they **cannot mix them**.

If you work in more than one EY setting/school/health centre/hospital/care home you can only work in one place of work during lockdown you are not able to work across more than one of these places of work. If you are unsure please get in contact with the SEYT for guidance.

Which types of workers are classed as essential?

The document attached (Essential Worker Guidance) has a **list** of what roles are considered **essential workers in this instance**.

Preschool Education Funding

Preschool Funding will continue to be allocated to all settings for all children regardless of numbers and whether they are able to run or not. If you are closed and one of your children is entitled to a place during lockdown please contact the SEYT to discuss allocating funding to their temporary setting.

Children with an SEND



Children with special educational needs will also be able to attend EY settings, childminders and schools, this includes Le Rondin, Le Murier, Les Voies and additional needs bases, if parents wish to send them. Guernsey College of Further Education will be working with parents of students with special educational needs to ensure that they are supported. These measures will be in place until further notice.

Safeguarding and Vulnerable Children

All children classed as vulnerable (looked after children, on child protection plans and/or a care requirement, children in need, children accessing Assisted Funding to attend a setting) can attend their EY setting or childminder provision. There may be children you know about who are not attending as usual, either a setting or childminder, please continue to be in regular contact with parents/carers to check how they are. If you need any support or guidance please contact the SEYT.

In the March 2020 lockdown some parents/carers may have decided to keep a vulnerable child/children at home, but may have changed their minds or their needs may have changed about accessing your provision. Parents/carers may not be able to communicate this or know how to do this, so a prompt from you could assist and support them and their child/ren. Please record provision for all vulnerable children and share this information with the States Early Years Team on the form attached and below under 'Remaining Open & Setting Closures'.

MASH continue to meet virtually and can be contacted on 723182 for referrals or if you need to discuss any safeguarding or support issues. The police should be contacted on 725111, if it is an emergency or 999. *Please also refer to the ISCP website for information <http://iscp.gg/>. If you need to discuss any safeguarding children matters or discuss a vulnerable child please call Linda Roberts on 07839 249995.*

Remaining Open & Setting Closures

If you are remaining open please complete the first part of the form below (also attached as a word document) and return it to the SEYT as soon as possible.

If you feel you cannot operate and need to temporarily close you must complete the ALL of the form below (also attached as a word document) and return to the SEYT as soon as possible. Please pass on the SEYT contact details to parents/carers of essential worker children and those considered vulnerable only so we can support them to access an alternative provider for the duration of the lockdown.

<u>Details of January 2021 Lockdown</u>				
Name of Provision				
Are you staying open?				
Total No. of staff working				
	Under 2s (Babies)	2 year olds	3 to 5 year olds	5 years +
Number of Children currently on role				
Details of children on Child Protection Register				
Details of children with a determination of SEND				
Details of children recognised as a CIN (Child In Need)				



Details of children subject to a Care Requirement				
Details of LAC (Looked After Children) children				
Details of any other child you recognise as vulnerable				
Number of Staff				
No. of children who require a place during Lockdown Jan 2021				
ONLY COMPLETE IF YOU ARE CLOSING				
Details of children who are 'essential worker' children and/or considered vulnerable & require a place				
Details of child				
Name of child				
DoB				
Address				
Days and times of childcare required	Mon	Tue	Wed	Thu
Contact number and email address for parent/carer				
Details of child				
Name of child				
DoB				
Address				
Days and times of childcare required	Mon	Tue	Wed	Thu
Contact number and email address for parent/carer				
Details of child				
Name of child				
DoB				
Address				
Days and times of childcare required	Mon	Tue	Wed	Thu
Contact number and email address for parent/carer				

Cleaning & Processes

In this current circuit breaker we require you to operate as per Phase 2 in which those of you who were open put in place processes to keep your children, families and staff teams safe. Attached is a copy of the Phase 2 guidance and the cleaning and hygiene guidance.

Further information can be found at <https://gov.gg/article/180914/lockdown>

Business Support

Further details will be shared as they become available regarding accessing Business support.

Vaccinations

Further details will be shared as they become available regarding the Bailiwicks Vaccination programme with regards to the sector.



States Early Years Team

The States Early Years will be based from their homes during the lockdown and the office will be closed. This means we will not be able to pick up any calls to our 268313 number and answer machine. We will be working daily from home and therefore emails would be the preferred means of communication. If you do need to speak to someone and it is urgent, please contact Kate on 07839 189982 or Linda on 07839 249995. Unfortunately my work mobile phone has broken, so apologies if you have been unsuccessful in trying to contact me.

We appreciate how fortunate we have been up until now, but we need to continue with our #GuernseyTogether approach and ensure we follow the requirements, just as you and your teams continue to do and did so effectively last time. If you have any questions or queries please do not hesitate to get in touch with our team.

As before, we will stay in regular communication with you throughout this lockdown. All the information in this email including attachments will be available to access on our webpage www.gov.gg/seyt

Take care of each other, stay safe and keep being proactive.

Many thanks on behalf of the States Early Years Team

Ruth Sharp

Lead Education Officer Early Years

States Early Years Team

Education, Sport & Culture

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Email Sent 23/01/2021 11.45

Good Morning

As you will be aware 4 positive cases of Covid19 have been identified and there is no immediate clarity on how these 4 individuals contracted the virus, therefore measure have been put into place immediately and contract tracing is continuing.

The Director of Public Health is advising all of us who were intending to hold a gathering to cancel them immediately. Adopt social distancing measures immediately, do not panic buy(!) and please listen to the Press Briefing TODAY at 12noon.

Our team are working with the SOG and Civil Contingency Agency and we will be issuing detailed guidance to you to support us through this new phase.

Please stay safe and vigilant and we will be in contact later today.

NB –my mobile phone is not currently working apologies if anyone has tried to contact me, please send me an email if it is urgent or contact another member of our team.

Many thanks

Ruth Sharp

Lead Education Officer Early Years

States Early Years Team

Education, Sport & Culture

States of Guernsey

#GuernseyTogether





Email Sent 11/06/2020 16.11

I am sure you have heard the news that the Bailiwick will be moving to Phase 5 **from 20th June 2020**, you must adhere to phase 4 requirements until then! As the panel today expressed their thanks to our community, our team would also like to say a big thank you to you all for your continued hard work, compassion and resilience as you have clearly demonstrated #GuernseyTogether in action. Thank you – we are so proud of you all 😊 As we move into Phase 5, we will be required to continue to adhere to some of the hygiene and cleaning requirements you currently have in place. We will be working with Public Health to get this information to you early next week. It won't require you to add anything to your current processes it is more likely some processes will be relaxed. Please continue to follow Phase 4 requirements until **20th June 2020**.

It is also important to remember that there continues to be a risk of a second wave of Covid19, so we must be prepared to move back into phases as directed by Public Health should this happen. Therefore, please do not delete the plans and procedures that you have implemented over this crisis but store these so they can be used and enacted should we need them in the future.

As you will have no doubt read about and been affected by the murder of George Floyd on 25th May in Minneapolis, Minnesota in the USA and subsequent protests, I wanted to offer up some suggested actions. There are a number of great books, blogs and podcasts that you can access to support our understanding and help educate ourselves about racial inequality at this time. It is important as educators and humans we reflect and face the uncomfortable truths around racism and start to have more conversations about racial and wider equality.

The following are some of the fantastic books available for children to support us as educators to challenge prejudice and support equality for our children and families.

- Super Duper You by Sophy Henn
- B is for Baby by Atinuke and Angela Brooksbank
- The New Small Person by Lauren Child
- I Am Enough by Grace Byers

If you would like to discuss this further or would like any further support please contact our team.

We would like to remind our Preschools and Day Nurseries that all transition Summary forms should have been sent to children's Primary schools by the 1st June. If you have not done this yet please can you ensure you do this as a matter of priority, thank you? If you have any questions or problems with these forms please contact Kate.hynes@gov.gg

Finally these two links have been shared by colleagues in Scotland and Lancashire, their teams have put together some great ideas for activities, resources and experiences that you may find useful in your planning – whatever phase we find ourselves in! 😊

<https://creativestarlarning.co.uk/>

Lancashire Early Years Environment Support

Have a great restful weekend ready for one more week of phase 4!



Email Sent 05/06/2020 13.06

I hope those of you who have welcomed all or more of your families back this week have had a great time and those waiting in anticipation for next week are feeling excited rather than panicked! You have all worked so hard to ensure you can continue to offer high quality experiences during these challenging times, thank you and well done 😊

I wanted to share some information and clarifications. As you know we shared our FAQs with you last Friday. We are getting further questions and requests for clarification which we are diligently doing in partnership with Public Health. We will be updating the FAQs on our webpage – www.gov.gg/seyt as soon as they come in with additional questions and answers, so please check this out before asking, as we may already have covered it and you won't have to wait for a response!

We have agreed to share the follow with you from PH as this has been a particular concern for a number of you:

- **Clarification on what to do if a child is presenting with a temperature:**

A high temperature is 37.8° or above. Contact the child's parents and advise them to come and collect the child.

If the temperature persists parents should contact the Clinical Helpline on: 01481 756938 or 01481 756969.

*You may feel there is an explanation for the high temperature e.g. recent vaccinations, teething etc. you cannot be certain this is the only reason, therefore **DO NOT** make these assumptions and follow the guidance.*

- **How do we clean our carpets and sofas as they cannot be removed?**

Daily vacuuming with suitable attachments and spot cleaning must be in place. Anti-Bacteria sprays for fabrics and steam cleaners can be used, if available, in addition to vacuuming and spot cleaning. Most fabrics can be sponged/damp wiped if they are washable, leather or faux leather can be safely wiped with soapy water. If this is not possible, the best alternative would be to have washable loose covers or throw. These should be frequently washed and replaced by clean ones. There should be a focus on decontamination following body fluid spills, such as blood, vomit, urine etc. Spot cleaning should be done with an appropriate carpet cleaning product and not just water. Where there has been visible contamination with body fluids of difficult to clean items such as soft furnishings, cushions and mattresses, they should be disposed of. If you use a steam cleaner it must be properly cleaned out after use. Washable items should be laundered on as hot a cycle as possible and then tumble dried. These should be kept separately in bags in the laundry room / area until they are washed.

- **Could a Provider arrange an evening visit with a new child and parent or prospective parent?**

Yes this can take place for up to an hour, no other children can be present and preferably one member of staff. Adults must maintain physical distancing and full enhanced cleaning would take place afterwards of the areas used. No one else in should be using the building?

- **Can children take home artwork/ craftwork/ models that they have made at their provision?**

Yes, the risk of transmission on paper is quite low and it is likely it will only be their child touching it. However to be really safe it could be kept in a plastic wallet, which could be wipeable and sent home after 72 hours.

There are lots of activities and resources you could provide, the following are just some examples of activities and resources you could consider offering:

Water play

No troughs and shared water play, however consider water painting with individual buckets and brushes. Washing cars and trikes, babies anything that won't be destroyed with soap and water. Use individual sponges and cloths.

Building Dens

Ensure any fabric is washed after you have used it (hot wash 60° or above and tumbled dried if possible) or wiped clean with soap and water and detergent if they are plastic.

Small World

Small world is essential for children to have an opportunity to express themselves, plastic small world can be cleaned easier – top tip; put larger quantities in a net bag dunk and wash in hot soapy water then dunk and leave in Milton (check the instructions for recommended length of time to be left to soak) and air dry for the next day. Wooden, stone, natural loose part accessories can be used in a rota if they can be washed and cleaned and if they cannot be cleaned effectively left for 72 hours before being used again.

Home Corner

It may be stripped back but an opportunity to act out and express themselves through role play is essential. Perhaps you could consider cleaning stuff in the role play – Not detergents but soapy water sprays! **Keep all cleaning products away from children!** The opportunities to talk and discuss why we are cleaning more would



be natural in this play. But also familiar home corners are comforting and real for children. For most children this is the most familiar experience over lockdown and they can share this with you by talking about it and recreating it.

Construction

A great expressive creative resource, same cleaning applies as with small world. Large wooden blocks can be wiped down and left for 72 hours before being used again.

Lego, Mobilo, connex etc. can be used again once effectively cleaned.

Craft and Painting

Another essential activity for enabling expression. Paint brushes, sponges, rollers, stampers etc. can be cleaned after use by individuals. (consider a box to put used tools in so they can be cleaned and replaced). Craft material can be provided but you will need to provide this for an individual rather than shared resources (consider small trays/ box/ tubs that you can put a selection of craft material in for a child to use, any craft not used can be put away for 72 hours before it can be added back for use). PH have advised craft work and painting etc. can be stored in a plastic envelope where possible and left for 72 hours before being allowed home.

Jigsaws & Board Games

They can be cleaned as far as possible or put away for 72 hours before being used again.

Sensory play

This can be done with individual trays or tubs and disposed of once the activity has finished.

The best resource of all – YOU!

Ensure you are clean and washed regularly! 😊 Talking, being, loving, caring, suggesting, guiding, reminding, reassuring, smiling, laughing, joking, listening and responding is all you do naturally for your children. This will be the biggest resource for your children. Meet them where they are, listen and understand their experiences and respond to meet their needs! This is what you do best so don't go changing now!



Here are a few links that may be useful and could enhance your offer:

<https://creativestארlearning.co.uk/early-years-outdoors/10-rock-pebble-and-stone-play-ideas/>

<https://www.gruffalo.com/activities/activities/posters-of-julia-donaldson-and-axel-scheffler-reim>

BOOKS

<http://www.lovelymybooks.co.uk/family-and-friends> - This is great list of books with suggested activities you can do as a focus around them

<https://www.youtube.com/watch?v=rVp9ZBmPu8o> This is the 'Invisible String' story which is beautiful ☺

While we Can't Hug You Tube A lovely 4 minute animation story about physical distancing

<https://www.gov.gg/CHttpHandler.ashx?id=124890&p=0> 'Dave the Dog' a book written by a colleague in Jersey about understanding coronavirus

Other great books like: Have you filled your bucket today, The Colour Monster, Ruby's Worries, Worrysaurus, I don't like washing my hands!

<http://www.nicksharratt.com/> - a great poster for colouring about washing your hands, he has designed this especially for Early Years practitioners ☺

<https://www.eymatters.co.uk/online-conference/> Free CPD any time webinars you can listen to from Early Years Matters

<https://www.early-education.org.uk/news/guest-vlog-how-cope-change-you-didnt-ask-helen-moylett> a blog from Helen Moylett

The message that has come from colleagues here in Bailiwick who have opened to all their children is to keep it simple, support one another, ask questions, start with less as you can always add more, be kind to yourselves and enjoy having them back! There are bound to be challenges and things that you thought would work that don't and the things you were most worried about will be just fine! Know who you can turn to for support, there are lots of people here who can and will help you and support you. Call our team if you need us and we will work together with you to find the answers and solutions.

Take care of yourselves and enjoy.

Email Sent 29/05/2020 16.13

As you will have heard in the media briefing this afternoon, Dr Nikki Brink discussed the necessary measures of ensuring you keep a comprehensive daily contact tracing register, should there be a confirmed case of Covid-19. The contract tracing team would commence Track and Trace 1 hour after a positive test result is received 24 hours a day if required.

Whilst we currently have your contact details on our webpage I need to you provide a current contact number in any 24 hour period. that can be shared with the Contract Tracing Team. This may be different to the one you have provided previously which is on our webpage (www.gov.gg/sevt). By providing this, you are consenting for the States Early Years Team to share this with the Contract Tracing Team with the purpose of using it if there is a positive case and they need to begin their process of Track and Trace.

Please confirm:

Contact Name	Phone number which you consent to be used by public health for the use of Track and Trace should this be required.

I have also attached a copy of our Frequently Asked Questions (FAQs) which we have compiled from your questions and answered in partnership with Public Health. We will be uploading these to the website early next week for full accessibility for your teams and for your parents/ families. Please keep asking questions and we can update the documents as we need. Thank you. There is a separate one for Childminders as there are some specific areas that effect home based learning, but all areas are consistent.



Email Sent 22/05/2020 13.12

Dear Childminders

Thank you for your continued patience and professionalism that you have shown this week amid some confusion and subsequent frustration. Many of you have communicated with us and this has been appreciated and helpful.

As you will have heard in the briefing today happily for everyone who lives on the islands, the pace of recovery from Covid-19 across the Bailiwick is so remarkably positive Public Health have now announced a transition to Phase 4 of the Bailiwick's exit strategy. This is a significant step forward as it will mean that most businesses and organisations that had not been able to function fully previously will be able to return to work. For us, this also means that the Director of Public Health has legally stated that she can no longer justify the closure or the partial closure of our preschools, day nurseries and childminders. You will have heard about the science behind this decision today, but suffice to say that the situation is so positive that it places Guernsey and the islands amongst the lowest risk jurisdictions in the world.

This latest public health advice now allows Childminders, from the 1st June 2020, to welcome **all their families** back and reopen if they have been closed or extend their offer to include their other families if they have remained open for essential worker or our vulnerable children. 😊 This will be shared in the media release which accompanies the Media briefing and will be published on the website; www.gov.gg

In order to reopen or extend your offer if you have remained open, you must submit to the SEYT (SEYT@gov.gg) a **risk assessment** and the **recovery checklist** which you have been issued earlier this week. There is a blank risk assessment and recovery checklist attached. I have also attached a revised guidance for you which outlines Public Health's expectations for operating at Phase 4. Please contact the team for support to complete this and you must ensure an Officer has signed off your risk assessment and checklist **before** opening, otherwise you will be in breach of Public Health's requirements. The enhanced hygiene and cleaning procedures ensure effective mitigations are in place to keep the children, families and staff safe and well and that we are meeting the requirements set out by Public Health within which we are permitted to operate.



Email Sent 19/05/2020 14:46

Dear childminder

Once again thank you for your patience and professionalism. We are understandably receiving high numbers of emails and calls regarding clarification of information for phase 3 recovery and what that means for our childminders. This has been further confused by inaccurate information in our local media, which we are working to rectify with our Comms team.

We are currently waiting to hear from the Committee *for* Health & Social Care and Public Health with regards to a revised statement for childminders. This means the following restrictions **remains** in place now:

- You are only allowed to childmind for one family who are essential workers or whose family may be vulnerable
- You are not allowed to mind a different family on different days e.g. child A on Monday, Child B on a Tuesday.
- You can mind one family as well as your own children.
- You can mind more than one family only if they are part of your extended household bubble. You cannot mind an additional child in this instance.

Public Health have agreed separate guidance for our preschools and day nurseries, as they are not working in family homes and are in business premises that are closed at the end of each day. They are monitoring the local epidemiological data to support their advice and will use this to further relax the current restrictions as soon as it is safe to do so. Public Health are making these decisions to ensure the safety of yourselves and your families and those that you mind, whilst also ensuring we protect the positive gains of our overall response as a community. It is appreciated that for some they may be moving too slowly and for others they are moving too fast, however protecting our community is essential in our recovery.

Preschools and day nurseries are currently working with our team to plan to be able to offer places, prioritising preschool children, in bubbles of 8, following comprehensive guidance for operation.

We were planning on sending you a comprehensive pack of information to support you in planning the next phase, however the information that was shared on Friday had remained the same as Phase 1 & 2 for childminders, so effectively it currently means no further changes.

I will share with you, as soon as I can, the revised guidance from HSC and PH. In the meantime, we have attached the following documents should you wish to begin planning for when further relaxation of the restrictions are announced:

- Recovery Guidance - comprehensively sets out operational procedure. This will align your processes and assist in your planning for moving into Phase 3 and beyond.
- Recovery checklist - covers key areas to check are in place and have been planned and considered.
- Suggested Cleaning Schedule – a useful schedule which could be used daily. You may have your own version which you can adapt to include the necessary enhancements at this time.
- The Enhanced Environmental cleaning guidance for EY Providers
- Guidance for visits during Covid19 recovery – this explains the process should we have to visit you for regulatory purposes.

You must update your own risk assessment documents to reflect the current enhanced requirements and the guidance should support you to do this. We are asking, under Public Health's advice, that if you are currently open, you submit a completed Recovery Checklist (attached) with your risk assessment and you will be required to do the same if you are currently closed when Public Health's guidance allows you to reopen. The SEYT will support you to do this, building on the strong procedures you already have in place.



Please take care and contact the team for further support.

Email Sent 18/05/2020 10:10

We have provided the following documents, which we have developed with the Public Health team and with Sector input, to support you in your planning and compliance with Public Health's guidance for operating safely as we move into recovery phase 3.

- Recovery Guidance - comprehensively sets out operational procedure. This will align your processes and assist in your planning for moving into Phase 3.
- Recovery checklist - covers key areas to check are in place and have been planned and considered.
- Suggested Cleaning Schedule – a useful schedule which could be used daily. You may have your own version which you can adapt to include the necessary enhancements at this time.

You must update your own risk assessment documents to reflect the current enhanced requirements and the guidance should support you to do this.

Your designated Officer will be in contact over the next few days and will be available to work with you and support you in your planning and preparation. Remember there is no such thing as a daft question! We are working in unprecedented times so we are here to work with you to find safe solutions.

Officers will only arrange a site visit (without the presence of children) when all the elements above are in place and have been evaluated and agreed by the States Early Years Team.

Thank you once again for your commitment, dedication and professionalism at this time and always.



Email Sent 05/05/20 18:48

I hope you are continuing to stay safe and well. Thank-you for your continued efforts to provide support to your children and to those who care for them, in spite of the many challenges which the current situation presents.

Here are some updates for you to support you at this time:

- The States of Guernsey have released details of the full 'Exit from Lockdown' which includes the recent move into phase 2 from Saturday 2nd May 2020. Full details can be found here: <https://covid19.gov.gg/guidance/exit>
As you will see there has been not specific detail as to when schools and Early Years Provision will reopen to wider families as they remain open only to key workers and those families who are deemed vulnerable and this has not changed at this time. Further details regarding reopening schools and Early Years provision will be shared as soon as these become available.
- Additional business support is available to some businesses who may qualify for the 100% Funding support. Businesses not currently operating and worst hit can apply for 100% funding, all details can be found here: <https://covid19.gov.gg/guidance/business/payroll-scheme-100>
- Attached is a poster of the Transition Maps. There is one for Guernsey, Alderney and Herm. A huge thank you to the Transition Working Party who have been working hard to get this up and running! Please have a look at the maps and please share with your families particularly with your preschool aged children. When you are able to get back out and about with your children please use them to visit and try out some of the activities too! If you have any questions or any additional suggestions please contact kate.hynes@gov.gg
- The Educational Psychology Team (EPS) have produced some guidance to support teachers/practitioners at this time (attached):
In the same way that you are planning to meet the needs of your children as they continue to be at home, it is our hope that we may also be able to provide yourself and your staff teams with some of the support which they may require. During this period of uncertainty the EPS have therefore produced the attached wellbeing support document for our colleagues. We offer this for you to share, in the hope that it will go some way towards helping them to monitor and manage their own wellbeing at this time of considerable demand ~ Kindest Regards, The Educational Psychologist Team.
- Please remember to visit our webpage as there is a fantastic range of additional resources and support to access for yourselves and for your parents. This includes a great story to share with children to help discuss and talk about Covid-19 which a wonderful lady in Jersey has written and has given us permission to share - [Dave the Dog - Corona virus Book](#). You will also find some EYFS Guidance for Parents which you may find useful to share with parents supporting the importance of our key stage and the significant learning and development we are teaching each day.
www.gov.gg/seyt
- We are in the process of putting together some guidance to support you through the recovery as we move through the different phases. Please send us any questions or clarifications you would like to have included so we can ensure we have a useful, practical and comprehensive document to share.



Email Sent 30/04/2020 17:33

Thank you for your incredible hard work and professionalism at this time and all you are doing to support our children and families, it is a privilege to work with such dedicated and passionate colleagues.

In our guidance we have referenced preschools and this term includes all preschools and all preschool rooms within our day nurseries.

We have put together this guidance for all our preschools who have children starting in our State Primary schools in September and for all our States schools. The guidance will hopefully support you to plan your options for transition and work together to ensure we are supporting our children and families as best we can in these uncertain times.

Further guidance for schools will be shared over the next week about end of year assessment.

If you have any questions, concerns, require clarification or would like to discuss any of this, please contact me and I will be very happy to work with you to find the best way forward. It is very difficult to plan at this time, however if we continue to work in partnership to support our children and families I am certain you will provide the best possible experience at this significant time of their life.



Email Sent 27/04/2020 17:29

We would like to send you some updates and resources at this time, these are as follows:

- A copy of the Covid - 19 Time capsule Dr Brink showed in the media briefing on Friday can be found here: <https://www.kiddycharts.com/assets/2020/04/Covid-19time-capsule.pdf> . If you would like to share it with your children and families then please do
- Help A Guernsey Child have shared a charitable offer for you to pursue on behalf of any family that you feel may benefit from some additional financial support at this time. Naturally, you should discuss this offer with any of the families that you identify before linking the charity to them. Please see the information flyer attached for further details.
- A big thank you for all those Providers who responded to help La Petite Ecole with the Thermoscan caps you were very generous and helpful ☺. We have subsequently been informed that you could, as an alternative and to save waste, reuse the caps for the same child by cleaning them and clearly marking who they belong to ensuring no cross contamination. This has been shared by a provider who had this checked with Health colleagues for approval.
- Our Educational Psychology Team has produced some fantastic, useful advice for families and staff regarding emotional health and well-being which is attached. It is a timely reminder to us all about how important our mental health and well-being is and how we can support ourselves and our children, please feel free to share this with your parents and teams too.
- We have attached some optional CPD support materials which may be useful to you and your teams at this time. **Please know that these activities are genuinely optional only – they are there to be used if helpful and are not, in any way, a formal expectation of staff training requirements.** If you have any questions about these materials, please do get in contact with us.
- Trisha Lee The author of Helicopter Stories has shared her Helicopter at Home programme, in a format that can be passed on to parents. This is similar to Anna Ephgrave's Story Scribing, as it focusses on telling stories, modelling writing and being imaginative with lots of storytelling and drama! <https://helicopterstories.co.uk/2020/04/19/helicopter-at-home/>
- Alun has shared the following from the Health Improvement Commission:
You may recall that we put out a request for photos of the Bailiwick being active during lockdown last week. I'm pleased to enclose a link to the video that we have produced
<https://healthimprovement.gg/news/article/bailiwick-being-active-during-lockdown>
We have about 40 students in the video and I'll try to let heads know of individuals so that they can name check on social media if you wish.

We are very conscious that the community's experience during lockdown has varied and although this is an uplifting video we do make the point in the accompanying text that we need to support all sectors of the Community in being active:

There is no room for complacency, especially as we need every sector of the community to engage in making keeping active the norm and easy to do. A concern that I have is that the current situation could widen inequalities when it comes to participation in physical activity. Those who have been isolating, had to juggle jobs, children, home schooling, may find it harder to fit physical activity in and potential increases in unemployment, lower incomes and housing concerns could make this



**Emails Sent to all Preschools, Nurseries and Childminders
from The States Early Years Team**



States Early
Years Team

worse. This makes it even more important to create a post-lockdown environment where physical activity is easy to fit in to our daily lives and routines.

We have also updated our Be Active at Home resources including 30 links to local, national and international ideas to keep families active. [Be Active at Home](#)

Please do contact me as required – and feel free to circulate as you wish
(alun.williams@healthimprovement.gg)

- Finally, we will be sending out some transition guidance later this week to help support you and our schools to plan and support the school transition during these times.

Thank you for continuing to remain in contact and for keeping yourselves, your teams and children safe and happy. We appreciate all you are doing.



Email Sent 22/04/2020 16.03

We hope you are continuing to stay well and safe. Myself and the team are grateful for your actions to this pandemic and for your continual communication.

We would like to update you with a number of issues that have developed for information and clarification.

- At the media conference this afternoon you would have heard about some changes to our lockdown effective from Saturday 25/4/2020.
The core message remains to stay at home if you can as we have been very successful in flattening the curve. However, some businesses can now potentially reopen. Information about which businesses can do so, and the public health requirements they must be able to meet, can be found here: <https://covid19.gov.gg/guidance/business/lockdownupdate>
- Some leaders have highlighted that they are receiving requests for places for children from families **not classed** as key-workers or vulnerable as those families explore how they might return to work in some form. This is an expected consequence of the change to working patterns in some sectors as a result of the Bailiwick's move into the next phase of our Covid-19 response.
Following consultation with partners in Public Health, we can confirm that our education settings (Schools, preschools, day nurseries and childminders) **are not able to provide childcare for families who do not meet the essential worker criteria (as outlined in the guidance in the portal or via the States of Guernsey site) and/or are not considered to be vulnerable.** This criteria has not changed and remains in place and can be found here: <https://covid19.gov.gg/guidance/business/critical>

If you receive enquiries about this, please direct families to the advice that Public Health has shared and which outlines the definition of essential workers. The States of Guernsey Comms Team is aware of this and may reinforce this message, as needed, more broadly in due course. If you need any further support please contact our team and we will support you to deal with this considerably and effectively.

- Bright Beginnings Children Centre and Les Cotils are working together to provide free hot meals for families who are vulnerable supplementing the fantastic work Guernsey Welfare have been providing. If you have any families that you feel would benefit from this, please let us know and talk to them about accessing this service or contact Rachel Copeland directly on rachelcopeland54@gmail.com
- A decision to allow Pre School Education Funding to follow a child during this time, if they are children of essential workers or from our vulnerable families, their usual provider is currently closed and they are attending an alternative provider, has been agreed. I have discussed this with the small number of effected providers who are closed at this time and they have all been very supportive and are in agreement with the decision.
Given that we do not know how long we will be working within these restrictions, we have requested that managers arrange to invoice the child's previous provider for the funded hours this term. That way we can be assured of flexibility when we return to 'Business As Usual' rather than make adjustments in the 20% payment. If you would like any further information please give me a call and I will be happy to answer any questions and talk through the process.
- We are also looking to send out a reminder to all parents and carers in the Bailiwick, so they can register for their child's 15 hours Preschool Education Funding for September 2020 now. Please be reminded that you can share with parents the information on our webpage including the FAQs <https://gov.gg/CHttpHandler.ashx?id=118259&p=0> and the Parental Declaration Form with Guidance <https://gov.gg/CHttpHandler.ashx?id=102814&p=0>



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Completed Parental Declaration Forms for this September 2020 can either be emailed or posted to us at Le Rondin. Children's ID will still need to be checked as per the Declaration form, however, during our current circumstances and to adhere to the physical distancing mandate, parents can provide either their child's passport or their birth certificate as a scanned document or as a photograph of the ID to you. Preschool/Nursery will record the unique number on the signed Parental Declaration Form and then will delete the photo or scanned document and will not keep a record of this.

- Finally, the Health Improvement Commission has sent through some information about an online lecture from Dr Silvia Costa called: 'Finding your feet – the importance of early childhood for the development of a healthy lifestyle'. You can access this through this link here: ncsem-em.org.uk/research/publi...

Thank you for all you are doing to keep yourself, family and the children safe and happy. You continue to provide such strong foundations for our islands children and families at this time, whether it's at work or remotely from your own home! We appreciate all you are doing and going through, please don't hesitate to contact us for any support and guidance. Take care and stay safe.



Email Sent 17/04/2020 13:30

In light of today's media conference I would like to update you with the following to support you at this time:

Schools are to remain closed for the next half term (up until 31/05/20 end of half term). During this time SEND Schools will offer access to all who request it (subject to capacity) and all other schools will be open to the following children and young people:

- Those of key workers (<https://covid19.gov.gg/guidance/business/critical> Under the Heading 'Which types of workers are classed as essential?')

Plus 'vulnerable children'; who:

- Have a determination of SEND
- Are on the CP register
- Recognised as CIN (Child in Need)
- Subject to Care Requirement
- LAC; in foster care or in Residential Care
- Any other child the school recognises as being vulnerable

However, the decision will be kept under review and education providers could open earlier if supported by evidence. We will keep you informed as and when these decisions are made and the potential impact on our sector.

This means that the directive for our sector as Early Years Providers remains the same. Please ensure you are following the guidance on supporting your most vulnerable families this is essential whether you are open or not at this time.

Please see the latest media release from this afternoons briefing here:

<https://covid19.gov.gg/news/media-briefings>

I have attached the guidance that is being provided to parents of school age children for your information.

Safeguarding and Vulnerable Children (looked after children, on child protection plans and/or a care requirement, children in need, children accessing additional funding to attend a setting.)

You are all reminded to please continue to be in contact with the parents/carers of the vulnerable children you would normally be working with and who are not attending your provision as usual, to check how they are. Lots of you are messaging parents/carers with ideas, activities, photos and staying in touch, which is much appreciated. If you haven't already set this up please do consider doing this as it allows families to stay connected with you, assists families to have new initiatives to try and will support children when they return to their typical routine. (please see links below for suggested ideas).

Initially some parents/carers of our vulnerable children may have decided to keep their child/children at home, but may have changed their minds about wanting a regular routine. These parents/carers may not be able to communicate this or know how to do this, so a prompt from you could assist. For the week beginning 20th April 2020, please make contact with the parents/carers of all vulnerable children who would normally attend your provision for an update and then share this information with the States Early Years Team.

MASH continue to meet daily virtually and can be contacted on 723182 for referrals or if you need to discuss any safeguarding or support issues. The police should be contacted on 725111, if it is an emergency.



The health visiting team have set up a Hub as a central point of contact and to provide advice, guidance and signposting to families and professionals. You can contact the Hub from **Monday – Friday 9am - 5pm on 01481 707368**. Please also refer to the ISCP website for information <http://iscp.gg/>. If you need to discuss any safeguarding children matters or discuss a vulnerable child please call Linda Roberts on 07839 249995.

On Wednesday the Civil Contingency Group shared updated guidance on Business Support, the key information here was those who are self-employed can now apply to the co-funding scheme. Please see the current guidance here: <https://covid19.gov.gg/guidance/business> . As you may have heard the States of Guernsey have increased the number of officers responding to these enquiries and applications and appreciates that this is taking time to process. Please remain patient and professional during this time. If you have any questions, concerns or queries please email business business.support@gov.gg

The Health Improvement team have issued their April Newsletter (attached) with some great ideas for staying fit and healthy whether at home or with the children in our provision, Follow them on Twitter @healthimprovegg and on Facebook <https://www.facebook.com/healthimprovegg/> for regular tips and updates.

A huge thank you for continuing to communicate with your families during this time and the fantastic suggestions of activities parents can offer at home with their youngest children. Here are a few links that we are recommending to use for parents at this time and they all understand the pressures and stress at this time trying to support their child's development with some juggling working from home and managing other family member etc. <https://www.eyfshome.com/> and <https://www.bbc.co.uk/tiny-happy-people> and <https://hungrylittleminds.campaign.gov.uk/>, don't forget we have also been collating your suggestions on our webpage under Lockdown Activities at www.gov.gg/seyt

Once again, a huge thank you from our team to you and your teams for your incredible commitment, compassion and hard work at this time.
Take care of yourselves and please do get in touch if you need any support.



Email Sent 07/04/2020 17:19

I wanted to update you with the announcement today from Deputy St. Pier that we will be continuing in lockdown at least until 2359 on the 18th April 2020. We are expecting further information to be agreed and released later next week with regards to the plans for our schools after the Easter holidays. Effectively this means that at the moment we continue to operate under the same restrictions until further notice.

The additional exceptions to the lockdown mandate are around allowing additional deliveries to individual homes, however there are specific requirements that need to be met for this to be allowed. Please see the information and rationale around this here: <https://covid19.gov.gg/guidance/business>

Please find attached an essential worker travel document for use by you and your teams as essential workers when travelling to/from their place of work or elsewhere on the island in the course of business. This will provide some confirmation for essential workers if stopped and asked by the Police their reason for travel. Please could you arrange for this to be administered within your teams as appropriate. You can add the name of your setting at the top, or for childminders if you don't have a business name just write 'Childminder', then complete the bottom section for individuals. For our childminders I would also recommend carrying your ID cards and if other providers have ID please use them. The following has been issued by HSC as guidance:

Essential Worker Travel

In order to protect our Bailiwick Community and encourage people to 'stay at home', our colleagues in Law enforcement are occasionally stopping cars to ask people's reason for travel.

We recognise that many, if not most of you need to travel to and from your place of work and/or elsewhere on the Island in the course of your business and service delivery.

As per standard practices, we ask that you have your work ID badge on you at all times.

Your ID Badge is sufficient to identify you as a Key Worker, however should you feel more comfortable, please feel free to print & display the notice attached in addition.

Kindly note these are for your use only, not for family members / friends / anyone else.

If you or your teams have any problems please feel free to signpost them to our team (SEYT).

Following further additional advice, the attached document 'SoG Confirmation of Essential Workers' has been slightly revised, and has some Frequently Asked Questions.

We have had a number of enquiries regarding collecting Parental Declaration Forms for September 2020. We will be happy to receive them if you can post them C/O The States Early Years Team to Le Rondin School and Centre or securely email them to seyt@gov.gg either as an electronic document or scanned copy. With regards to checking the ID of a child, you still need proof of either the child's passport or birth certificate. However during our current circumstances and to adhere to the physical distancing mandate, this can be provided to you either as a scanned document or as a photograph of the ID. Please record the unique number on the Parental Declaration Form and then delete the photo or scanned document, you must not keep a record of this. We will be advised if later checks of original documents will be required in the Autumn term.

Please continue to go to www.gov.gg/coronavirus for all information and updates from the States of Guernsey. Remember there are various suggestions of activities for parents and practitioners on our webpage www.gov.gg/seyt too.

If you or your families require any support over the bank holiday weekend please email seyt@gov.gg or phone one of us on our mobile numbers as our team will be available to support you.



Email Sent 01/04/2020 18:11

Updates to share with you are as follows:

- SoG have created a specific email for you to use if you have any questions that are not currently being addressed. SoG will be using these questions and enquiries to create a FAQ which will be used as part of the next media briefing the email is covid19enquiries@gov.gg Please use the subject heading 'My corona virus question'.
- **For non-clinical questions**, please call **01481 717118** between 9am and 5pm Monday - Friday, or for any **clinical questions** regarding the coronavirus please call **01481 756938** or **01481 756969** between 8am and 10pm daily or email any **clinical questions** to publichealth@gov.gg
- Guernsey MIND continue to support our community and have moved their services on line and offer 1:1 telephone support for those that need it you can find them on Facebook or Twitter @GuernseyMind. Please see their useful poster attached with all their details and support during this time.
- Safer.gg has produced a guide for victims and survivors of domestic abuse in Guernsey, Alderney and Sark during lockdown due to COVID-19 (Coronavirus). If you or someone you know is a victim of domestic abuse you are not alone - Safer can help you. The information can be found here http://safer.gg/covid-19-coronavirus-and-domestic-abuse-in-guernsey-alderney-and-sark/?fbclid=IwAR0uWhc-mANXOxMZJI41NKao7HXz42UtB2IppaWY6NGQxP_1WhtgDNlageM
An app called Hollie Guard will turn your smart phone into a safety device which can be activated by shaking it, sending your location to designated contacts. The app can be downloaded from app stores - more info can be found here <https://hollieguard.com/>
- There is also a simple poster attached reminding us of the things we can and cannot control and what we can do to help ourselves cope particularly at this time.
- **Revised Guidance for Business** - 29th March 2020. The new guidance for businesses and workers has been issued, which supersedes all previous guidance given and supports the key message that in order to protect our community Islanders should, apart from specific reasons, STAY AT HOME. Full media release [here](#). The Guidance is attached or can be found here <https://www.gov.gg/CHttpHandler.ashx?id=124260&p=0> Key Worker do not have to use your childcare if they are able and choose to keep their child at home. If key workers can keep their children at home then they are advised to do so and should not be penalised unfairly for this as per PH guidelines. Call volumes have been understandably high for business support, please be patient and continue to communicate with them. They will be providing more information and updating the website towards the end of the week and over the weekend.
- We have all be asked by PH if we can help effectively manage the impact of Covid-19 by completing the Community Monitoring Tool which is now available. In order to understand how the community are feeling and what challenges we are facing, they have created an <https://www.gov.gg/covid19community> . When completing this form, you will be asked questions regarding your current circumstances and whether you require any additional information or support. If you do require additional information, we will endeavour to provide this to you as quickly as possible. The information collated will also be used to match the needs of the community with coronavirus related services and support.



- There is also attached a Media release today for parents of key workers to let them know schools and some providers are open over the Easter Holidays. Our team will continue to work with you and your families should they need to find childcare at this time.
- Finally the Health Improvement team have produced some ideas and guidance to help us stay healthy <https://healthimprovement.gg/services/eat-well/eat-well-home>

Please take care of yourselves and your families, our team are here should you need us, thank you for your continued support.

#GuernseyTogether

Email Sent 31.03.2020 18:24

I hope you and your families are well.

Firstly many thanks for all the support you and your teams have provided the children and their families during this difficult time. This is a testament to your dedication and commitment to all our children across the Bailiwick – Thank you.

I am writing to update you on safeguarding advice for schools and EY Providers:

We have collated the latest advice regarding safeguarding and included some FAQ's which we hope will be useful. These latest guidelines (have been adapted) but draw upon advice from the UK, primarily:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers#safer-recruitmentvolunteers-and-movement-of-staff>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

We hope that this is useful for you – please do contact me or a member of the team, if you have any questions or queries.

Email Sent 30/03/202 09:32

The information from the Health Protection Services at Public Health regarding enhanced cleaning, whose time and advice we are very grateful for is now attached. They have also provided the decontamination advice which will be something you will be supported to implement should this ever be required only. Obviously our currently health and hygiene practices will ensure this risk is kept to a minimum.

I have also attached the updated guidance for key workers which was published yesterday giving more clarity and restrictions.

Take care.



Email Sent 27/03/2020 17:14

We hope you are keeping well and staying safe, once again a huge thank you to you all as you do your part in supporting our islands at this time, either by being able to be open for our children who are vulnerable or whose parents are key workers, or for those who are at home doing your bit by staying there and reducing the contact. #GuernseyTogether

The picture and need has certainly changed throughout the week as numbers of children attending are reducing. As a sector we currently have sufficient places to ensure we are able to support our key workers and those children who are vulnerable and will continue to support and communicate with you now and as the picture changes. In times of uncertainty you can be certain we will continue to be here for you all.

If you are open please adhere to Public Health's advice on ensuring your workforce is safe. If they are not required to be at work as part of your ratios, then they need to be at home. We need to reduce the numbers moving about the island so please keep your staff teams to the numbers you require to operate for the number of children you are supporting. Please stay safe. You can find the information that explains this decision here: <https://www.gov.gg/CHttpHandler.ashx?id=124220&p=0>

I have attached some information from the Health Protection Services at Public Health regarding enhanced cleaning, whose time and advice we are very grateful for. They have also provided the decontamination advice which will be something you will be supported to implement should this ever be required. Obviously our currently health and hygiene practices will ensure this risk is kept to a minimum.

Thank you for your continued resilience, hard work and compassion at this time, whilst the community cheered and applauded our Health workers yesterday evening me and the team gave some extra cheers and whoops to you all for playing your part in enabling them to do their amazing work. You are awesome!



Email Sent 24/03/2020 22:22

You will undoubtedly have heard the address from Gavin St Pier this evening and I just wanted to clarify and reassure you of some key points:

- Attached is the media release following this evening press conference highlighting the new restrictions – it is really important you read and take note of these;
- I will be working from Le Rondin tomorrow, however our team will be working from their own homes until further notice;

Please contact us via email at seyt@gov.gg or if you prefer to speak to a member of the team please use the following contact details:

Contact numbers
Ruth: 07839 103505
Linda: 07839 249995
Kate: 07839 189982

- We will continue to provide updates as we are able to; however things are moving at a fast pace, so you may actually hear some information via public briefings before we have a chance to share them with you.

It is important to highlight that, whilst significant changes to life on the islands are now necessary, the plans that you have already put in place in your settings at this time and for the next few weeks should remain the same. This means that, as a critical part of the community's infrastructure, your setting should remain open with the staffing that you have available in order to provide care and support for those children who need to attend.

The announcement made it clear to us all that childcare provision for the children of critical workers will continue during the 14 day period. The public has been told that the children of workers who have been identified as critical will be able to attend their usual setting. The announcement also stated that this arrangement will continue to be provided over the Easter break. This will ensure that our critical services can still be delivered during this period – in particular those involving health and care workers. If you aren't usually open over Easter please contact us and we can discuss ways of supporting you to remain open or ensure we provide cover for those children of key workers during this time.

We know that individuals and teams will be concerned about the changes that have been announced. You might need to support them as they reflect on the messages that have been shared and seek reassurance from you, for our childminders please use our team for this care. Please know that we are always here to support you in your important leadership role and all the more so at this time.

Public Health guidance remains very clear about the crucial front-line role that you and your teams fulfil by providing a safe, reassuring and valuable space for our children and this has never been more needed than it is now.

Whilst we know that numbers in our sector have, for the most part, been relatively low so far, this may change, if this is the case then please contact us and we will support you with managing these changes.

Once again thank you for your continued hard work particularly as this time.



Email Sent 24/03/2020 17:45

Once again thank you for your communications and commitment to supporting our key workers and wider community.

Today there have been two media releases, one with details around the hardship fund and the second with further details around financial support for the self-employed and local businesses.

A large number of you contacted us this afternoon, as our sector was not explicitly mentioned in these releases, in fact it was felt that we had been excluded. I have had confirmation from Steve Wakelin (Strategic Lead for Place Policy) that this is not the case and in fact our sector is included under the phrase **'extra-curricular educational activities'**

Senior civil servants and politicians have confirmed this afternoon that the additional financial measures **do include our sector**. They are extremely grateful to the sector and are keenly aware of the extraordinary measures that you have taken to prevent the spread of coronavirus (COVID-19) and the support to enable our key workers to continue working. They recognise at present the unprecedented challenge for childcare providers as well as the communities they serve and appreciate the selfless dedication that childcare staff demonstrate in their work every single day.

Please, therefore follow the advice in the document to access The **Coronavirus Payroll Co-funding Scheme** should you need to.

Our team are very grateful to you at this time for supporting one another and for remaining professional under these very stressful circumstances.

We will continue to keep in touch and be available for support and advice. This week our team are currently working on a rota to be in the office whilst the others work from home, so you can continue to speak to someone on 268313 from 0800-1700 or if you prefer please use the following email seyt@gov.gg one of our team will be in contact with you
Stay safe and keep smiling.

#GuernseyTogether



Email Sent 23/03/2020 17:25

Firstly, a huge thank you to you all and for all the hard work you continue to do under very stressful circumstances. Your professionalism is humbling and we are so proud of you all for making some very difficult decision and putting our children and families at the heart of your decision making.

We appreciate that this is a dynamic situation and things are changing daily. We would appreciate you contacting us if your circumstances change and in particular if key worker children need supporting to find childcare.

Attached is the recent media release from Deputy St. Pier which mirrors our own response to these circumstances.

To enable the SEYT to access emails from home, we have set up a new email address – seyt@gov.gg please use this email to contact us.

The team have also put together some ideas to share with your parents and staff regarding ideas and activities to do at home (please see the attached document). We will be sending these on a weekly basis, so should you have any ideas and wish to share them, please email seyt@gov.gg

There was also a further media release issued today around Income Support, we have attached this document for your information.

We would like you know that we are feeding into the Civil Contingency Authority any questions and concerns regarding our sector from a business perspective including access to financial support. Please pass on via email your questions and we will ensure they are sent into the teams.

Finally, as we move into these uncertain, scary times, know that we are here for you and each other, we will get through this and we will do it together #GuernseyTogether

Email Sent 21/03/2020 13:42

We thought it would be helpful to share with you the recent information regarding financial support from Social Security – this can be found:

<https://www.gov.gg/article/176870/Financial-support-is-available-from-Social-Security>



Email Sent 21/03/2020 11:24

Please remember that the school/nursery/pre-school/childminder closures are necessary to minimise social contact across the island and to reduce the possibility of the virus spreading as advised and mandated by Public Health.

Just to be clear - Both parents must be key workers in order to send their child to school, preschool, nursery or a childminder. This is unless one parent is a **doctor, nurse, key health worker, key care worker, teacher, LSA, preschools/nursery practitioner or a childminder** if this is the case then their child(ren) can attend even if the other parent is not a key worker.

We know this is very difficult to manage, but this is essential to reduce any unnecessary social contact. The decision is a public health decision to protect all islanders and to minimise the risk of high numbers.

The States Early Years Team are asking parents to make sensible judgement calls on whether they fall into the essential worker category and to check with their employer to see if their attendance at work is essential.

For any support, please contact the States Early Years Team SEYT@education.gg or 07839 103505 as we are working throughout the weekend. As from Monday, please call the usual telephone number 268313.

Also see: <https://gov.gg/covid19faqs> Please also see the FAQ document at <https://gov.gg/covid19faqs>



Email Sent 20/03/2020 15:14

Further to our email yesterday evening, we would like to share the following updates with you:

The most recent scientific advice on how to further limit the spread of COVID-19 is clear. If children can stay safely at home, they should, to limit the chance of the virus spreading. That is why the States of Guernsey has asked parents to keep their children at home, wherever possible, and asked schools, our preschools, day nurseries and childminders to remain open only for those children who absolutely need to attend.

It is important to underline that schools, preschools, day nurseries and childminders remain safe places for children. But the fewer children making the journey to school and early years providers, the lower the risk that the virus can spread and infect vulnerable individuals in wider society.

1. If it is at all possible for children to be at home, then they should be.
2. If a child needs specialist support, is vulnerable or has both parents who are critical workers, other than for children where one parent is a nurse, doctor or other key health or care worker and the other parent/carer doesn't fall into a key worker category, their child(ren) will be able to attend school, preschool, day nursery or childminder then provision will be available for them.

Parents should not rely for childcare upon those who are advised to be in the stringent social distancing category such as grandparents, friends, or family members with underlying conditions.

The guidance for schools, day nurseries, preschools and childminders with regards to remaining open for our parents who are key workers is attached.

The guidance clearly states that **BOTH** parents need to be key workers in order to access your provision, this is unless one parent is a nurse, doctor or other key health or care worker and the other doesn't fall into a key worker category, their child(ren) will be able to attend a provision.

All day nurseries and preschools MUST complete the attached table (example is below) and email back to SEYT@education.gg by 5pm with as much detail as possible. If you are unable to open at this time we will work with you and the families who are key workers to ensure they are able to access EY provision from 23rd March until the time the enforcement is lifted.

EXAMPLE OF COMPLETED FORM

Name of Provision	Little Tree			
Are you staying open?	Yes			
Total No. of staff working	10			
	Under 2s (Babies)	2 year olds	3 to 5 year olds	5 years +
Number of Children	5	7	15	0
Number of Staff	3	2	4	0
No. of children who require a place	0	0	1	0
Details of children who are 'key worker' children and require a place due to your closure:				
Details of child				
Name of child	Jo Smith			
DoB	11/02/16			
Address	House, Street, Parish			
Days and times of childcare required	Mon	Tue	Wed	Thu
	3	3	3	0
Contact number and email address for parent/carer	Mrs Smith 07781 101010 smith@hotmail.com			

If you make the decision to close, we will work with you to provide an official document so you can show your insurers.

If you are financially affected by these directives please see the attached 'Support for your Business' guide. Please note The Social Security element for the self-employed has just been updated.



**Emails Sent to all Preschools, Nurseries and Childminders
from The States Early Years Team**



States Early
Years Team

Please report any information of people illegally childminding or operating outside of the law during this time to SEYT@education.gg we will report directly to the Civil Contingency Authority. Not complying with the restrictions or requirements imposed under these powers will be an offence.

Parents are reminded that we are operating in unprecedented circumstances and as such we need to accept that our business as usual will change not just for us in our sector but for the whole of society and all other work sectors. It is important and vital to our immediate safety and health that we adhere to the necessary changes required for this temporary time and mandated from Public Health.

It is important for us all to understand that life will be different and we must work together through patience, cooperation and consideration - no matter how hard, we must all work together and do our bit.



Email Sent 20/03/2020 13:56

We have been informed that the next Coronavirus Media briefing will be livestreaming from 3pm today.

We will be responding to this briefing as soon as possible with an email that will endeavour to cover all your questions and concerns. There is also a frequently asked questions document that is being prepared which will be shared once available.

Given the information you are requesting, it may be helpful to have a list ready that shows your children's parent's/carers' occupations. During this time we will continue to support you throughout this and assist you with planning.

We will be in contact as soon as possible after the Media briefing that begins at 3pm.

Email Sent 20/03/2020 09:52

We are aware that there are a number of questions and concerns regarding the latest updates around the decision to enforce a temporary and partial closure of our schools, colleges and early years providers, which includes all preschools, day nurseries and childminders and what this means for you.

We appreciate everyone is working under exceptional circumstances, but we need to accept that we are required to make significant changes to the way we work at this time in order to support the infrastructure and health of our islands communities.

We will be in contact as soon as clarification around who qualifies as a key worker is received from the Strategic Co-ordinating Group.

Further information is being collated to answer all queries received, we appreciate your patience at this time and will be in contact as soon as we possibly can.



Email Sent 19/03/2020 19:03

As you are all aware, we have been informed this afternoon of the decision to enforce a temporary and partial closure of our schools, colleges and early years providers, which includes all preschools, day nurseries and childminders.

Just to reiterate the message that was announced this afternoon by the Strategic Co-ordinating Group based on advice and evidence from Dr Nikki Brink (Director of Public Health) and her team who are reacting dynamically to these ever changing circumstances.

In order to continue to act and continue to ensure we manage the risks of this infection we will be taking additional social distancing measures. These will be temporary at this stage, enforced from **Monday 23rd March** and will include temporary and partial closures of schools, colleges and all day nurseries, preschools and childminders. This is enforceable, as the Civil Contingencies Authority has given power to the Director of Public Health to enforce these temporary and partial closures and they will be working with the Bailiwick Enforcement Officers to ensure this is complied with. **Not complying with the restrictions or requirements imposed under these powers will be an offence.**

Schools, colleges, preschools, day nurseries and childminders will only remain open for children whose parents/guardians are key workers. These measures will provide extra “brakes” to slow down transmission of the virus and prevent our healthcare system from being overwhelmed.

It is important that all day nurseries, preschools and childminders remain open, where possible, for children whose parents are classed as key workers. Confirmation of who will be classed as a key worker will follow tomorrow.

All staff working from Monday 23rd March in our preschools, day nurseries or as a childminder are classed as key workers themselves and therefore if you have children, they will be able to continue to attend school, preschools, day nurseries or a childminder.

If you are opening to support our key workers and you find your ratios and staffing are becoming critical please contact us so we can help support you to remain open. You must let us know if your staffing becomes critical or if you are a childminder yourself, become unwell and are unable to childmind. Please use the form attached and send to SEYT@education.gg by 6pm for the next day or as soon as possible and we will endeavour to support you.

We appreciate that the sector and other private businesses across the Bailiwick are being affected by the impact of the COVID-19/Coronavirus public health crisis. The States of Guernsey Policy & Resource Committee are setting out packages of financial support of which details can be found here: <https://gov.gg/article/176828/Financial-measures-to-support-the-Guernsey-economy> A ‘Coronavirus Support for your Business’ guide is attached for your information.

The Preschool Education Funding (PSEF) will remain in place during this time

It is vitally important that should you remain open to support our key workers you continue to meet the EYQSF and safeguard our children during this unprecedented time.

All schools were sent the attached ‘Enhanced Measures for Schools’ documents earlier today, which explains the enhanced measures to prevent the spread of COVID-19/Coronavirus.

We thank you again for your continued professionalism and hard work at this time.

Please be assured that we will contact you tomorrow with any additional information, including the definition of a key worker.



Email Sent 19/03/2020 15:25

Following on from the live press conference regarding the unfolding developments in managing the COVID-19/Coronavirus and the news of the enforced temporary closure of schools, colleges and early years providers, with the exception of SEND provision and for the childcare of children of key workers, we would like to assure you we are working closely with various teams within the States of Guernsey to be able to give you details of what this will mean for our sector during this temporary closure.

We continue to appreciate your professionalism at this time and will contact you with further details as soon as these are collated. We appreciate your patience at this time.



Email Sent 18/03/2020 18:45

The message below has been issued to you from Paul Whitfield, States of Guernsey Chief Executive and to our colleagues in schools and post 16. It is being shared to acknowledge his gratitude for your professionalism and hard work at this time. Whilst the references are to our schools the essence of the message is applicable to our sector too. Any further direction for schools, shared by Public Health Services, to advise us of steps that must be taken to minimise contact within the our environments, will be shared and reviewed by our team for you tomorrow, to ensure they apply to our sector.

Please see below a message from Paul Whitfield, to all staff who work in schools, post-16 and early years.

Dear colleagues

I want to thank you all for your continued commitment in supporting efforts to keep our schools open and continuing to focus on the needs of all students. Educating our young people and keeping schools open is a key priority for the island at the moment. It supports other key workers, such as hospital staff, police officers and ports staff who keep our vital supply lines open, and enables much of island life to maintain a degree of normality in what are very abnormal times.

As you will all be aware, there is a rapidly changing international and national picture as a result of coronavirus/COVID-19. In turn this is having a significant impact on the Bailiwick. As we are a small island community, our response is and must be different to other jurisdictions.

The response to coronavirus has been and must continue to be a whole island response. Dr Nikki Brink, Director of Public Health, has advised of the importance of this.

Within this whole-island context, any decision to close schools prematurely could have significant implications:

- In many cases students would be looked after by their grandparents while parents and carers are at work, and the over 65s are our most vulnerable group.*
- At a recent meeting, nurses were asked how many of them would have to withdraw from their duties if schools closed and the answer was around 50%.*
- Modelling by Public Health shows that schools could be shut for many months if we closed them now.*
- Impact young peoples' learning and particularly those at key stages in their school life.*

While we cannot underestimate the impact of such decisions, the safety of our children and school staff is of paramount importance. As such further direction, led by Public Health Services, will shortly be issued to all headteachers about steps that must be taken to minimise contact within the school environment. At the moment, the focus in schools must be on the delivery of lessons only rather than the wider school community activity. We will of course share with you the further steps that will be taken to protect staff and students as soon as they are finalised.

We are absolutely not ruling out the possibility that schools may have to close at some stage, however we have to strike the right balance for the island as a whole. I want to thank you again for your professionalism and I also want you to know that your contributions are highly valued. You should not underestimate the significant positive impact that you are having for the Bailiwick during what are challenging times for our whole community.

Many thanks



Paul Whitfield

Chief Executive
States of Guernsey

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I am working with various senior civil servants at this time to ensure we have a clear picture as to what school closures would mean for our sector. This includes how we can support the sector from a business perspective during this time and these will be shared as soon as they are available.

Earlier today Deputy St. Pier issued a statement which outlined some financial measures to support the Guernsey economy, the media release can be found here <https://gov.gg/article/176828/Financial-measures-to-support-the-Guernsey-economy>. Further details about how this effects our sector will be shared as soon as they are available.

Statement from Deputy St Pier and Deputy Soulsby from yesterday's press conference (17th March) can be found using this link <https://gov.gg/covid19resources>

Once again may I thank you for your continual professionalism and hard work, I know you appreciate the pace at which information is rapidly changing and I along with the team will continue to work hard to keep you supported and ensure you are receiving up to date information and are included in communications.



Email Sent 17/03/2020 16:14

Public Health (PH) have updated their advice around mandatory self-isolation for all people arriving onto the islands, enforced from 00:01 on Thursday 19th March – see media release attached, which include emergency enforcement powers.

We continue to follow advice and guidance at <https://www.gov.gg/coronavirus> and please continue to follow their advice and be reminded that;

*‘Two dedicated helpline numbers have been released today for Islanders to use if they have **any clinical questions** regarding the coronavirus. The numbers are: **01481 756938 and 01481 756969***

*These two numbers will be manned between **8am and 10pm** every day and are being manned by trained call handlers from the Joint Emergency Services Call Centre (JESCC).*

Any non-clinical questions that are not answered on this page should be emailed to publichealth@gov.gg

We appreciate the current circumstances are unprecedented and we want to reassure you we are working with services to ensure you have access to the most up to date information and support to inform your decisions and management at this time.

In addition to continuing to follow guidance from PH, if your ratios and staffing become critical please contact the States Early Years Team (268313) for support and advice in order to ensure the quality of care and safety and security of children is maintained.

If you have members of staff with Qualified Teacher Status then as in the UK ratio's for children 3 years old and older the following will be permitted:

- *there must be at least one member of staff for every 13 children*

Any planned inspections will be suspended until further notice, we will continue to have the ability to carry out unannounced visits should there be a reason to do so (e.g. safeguarding concerns or significant complaint received) as per our regulatory requirements set out in the Children Law (2008) and Child Protection Law (1972). ECERS audits and SER support visits will be discussed with individual providers and a mutual decision will be made as to whether these go ahead. During this time we will continue to work with you to offer support and advice as required.

I am also in contact with the Business Continuity Group within the States of Guernsey who are looking at ways to support businesses at this time and continue to inform them of the unique and essential sector you provide to our islands. I will share any information as soon as I am able to.

Thank you for your continued hard work and professionalism at this time.



Email Sent 16/03/2020 09:26

Update Coronavirus/COVID-19 - The advice remains as it was on Friday when you were sent the attached email with the further guidance and restrictions around travel.

All updated travel information can be found here <https://www.gov.gg/covid19travel> . If staff notice that a child **becomes unwell** with any of the following symptoms (cough, sore throat, running or blocked nose, muscle pain or fatigue or a fever) you should contact their parents to discuss.

If you believe this is a recently developed symptom, in line with Public Health advice on www.gov.gg/coronavirus, than the child should go home and self-isolate until the symptoms have disappeared plus an additional 48 hours.

This remains the advice for staff too, with again the distinction being a **recently developed** symptom.

Please also continue to ensure staff are aware of the latest advice and the importance of everyone reassuring children and parents of it.

As part of Le Rondin School and Centre's risk management of Covid-19 we have been looking at the Business contingency plan. The purpose of this plan is to minimise any risks to the children, families and staff using the centre and what to do if there are any confirmed cases of covid-19.

Le Rondin School and Centre has offices, training rooms and meeting rooms upstairs (referred to as the 'Centre'), however, we share an entrance with the children and staff from the school. Some of these children are particularly vulnerable in these circumstances. Please, therefore, ensure you adhere to the Public Health guidance of hand washing and hygiene before you come into the centre and only come into the centre if you are required to and are not displaying symptoms as outlined by Public Health advice. If you can communicate via email or telephone please do so. All training booked in is currently still going ahead, unless we are advised otherwise and we will contact all individuals if this is the case and let them know.

If there are to be any closures either of the school and not the Centre or both the school and the Centre we will let you know, including contact numbers should the Centre be closed.

We will contact you with further guidance as the situation develops.

For further information from Public Health, please go to <https://www.gov.gg/coronavirus>



Email Sent 13/03/2020 10:43

Following on from our email yesterday regarding the Coronavirus/COVID-19 update, please see the recent Public Health Services new guidance issued late yesterday afternoon which could be sent to parents:

*As some of you may have seen, Public Health Services issued new guidance late yesterday afternoon around when people should self-isolate. The advice from Public Health is now that, as an extra layer of caution to protect our community, anyone who **becomes** unwell with the following symptoms (**cough, sore throat, running or blocked nose, muscle pain or fatigue or a fever**) should stay at home and self-isolate until the symptoms have disappeared **plus an additional 48 hours**.*

If your child BECOMES unwell with any of these symptoms, please follow the latest advice and keep them at home.

Please note that should your child become unwell they would not need to be tested for coronavirus/COVID-19 unless they have recently travelled to a Group A or B country (you can find these here www.gov.qg/coronavirus).

This new advice from Public Health Services represents good infection prevention control at any time, but is particularly important while the Island is working to contain the spread of COVID-19. Evidence proves that this advice could reduce the potential spread of respiratory illness by 60%.

Should you/staff notice that a child has become unwell with any of these symptoms, we will contact you in the first instance to discuss and they may be required to come home.

Please can you reprioritise your daily schedule wherever possible to allow time to clean down high contact surfaces in social areas and toilets. This can be done with the products you use daily. Please ensure you cover all areas that children and staff touch regularly (door knobs, taps, reception front desk, hand rails etc.).

Also attached is the latest version of advice that has been sent to schools from Public Health Services, please familiarise yourself with the contents but as it could be constantly updated for future use please ensure you have looked at the latest version available at <https://www.gov.qg/coronavirus>.

The States Early Years Team would ask you to use your professional judgement and holistic knowledge of your children and continue to be vigilant with hand washing and cleaning. We appreciate this is a difficult time for all families and staff teams, but please follow guidance from the World Health Organisation and our Director of Public Health who are updating information as it comes through.

As a private business please check your own policies and guidance for parents and ensure you refer to current medical advice to ensure they align and share any updates with parents. If a parent/carer chooses to take their child out of your provision when they have not become ill with any of the symptoms as advised, then depending on the contract you have in place, they may still be required to continue to pay. It would be advisable to check your contracts. As a private business it is your decision to make, but please ensure you are following the Public Health guidance to help make an informed decision.

Providers who offer the Preschool Education Funding will continue to be paid as you continue to follow the advice from Public Health.

It is also essential that we continue to keep our children and staff safe and we must therefore ensure at this time we continue to work within ratios, this may mean you are required to move staff as necessary.

Please feel free to share this information with parents/carers.



Email Sent 12/03/2020 12:06

This information has been provided from Joel de Woolfson, Senior Media and Communications Officer, which is the same information that has been sent to schools. Schools have been advised to share this with their parents/carers, to reassure them about steps that will be taken in the event that any child/member of staff are experiencing symptoms linked to coronavirus:

*Given the heightened awareness about coronavirus/COVID-19 both globally and locally following the island's first confirmed case this week, as the Early Years Sector we should prepare ourselves for the likelihood that there will be times in the days and weeks ahead when children or staff are sent home **as a precaution and on the advice of Public Health Services.***

We have already seen a few such instances across our schools and it is really important that we are aware of the most up-to-date advice and avoid causing unnecessary distress through speculation.

*Please be assured that if a child experiences relevant symptoms (**fever, cough or shortness of breath**) we will speak to Public Health Services and take their advice on any actions needed. It is vital that we remain calm and take proportionate steps to support the efforts of Public Health Services. Given the time of year, anyone experiencing symptoms could be suffering from flu or another illness so it is important not to jump to conclusions.*

We will of course contact you straight away if there are any material changes to circumstances. However, please note that we are unlikely to contact all parents if a child experiences symptoms and is sent home as a precaution. As we are expecting that this may well occur in the coming days or weeks, we wanted to write to you all now so that as the Early Years Sector we are all on the same page regarding both the advice we should all listen to and the expectation that there are likely to be times when children are sent home as a precaution on the advice of Public Health.

At this stage there is no need for any further action, there are no plans to close early years providers and there is no need to keep children away from early years settings.

I would encourage everyone to read up on the latest advice which can be found at www.gov.qg/coronavirus.

*In terms of general advice; should anyone experience any of the three symptoms (fever, cough or shortness of breath) and have the relevant travel history (see www.gov.qg/coronavirus), they should contact the coronavirus helpline for advice. There are two numbers to call, but **please only use these when clinical advice is needed.** They are 756938 or 756969.*