



**Early Years Providers
Covid19 OPERATIONAL GUIDANCE
From 17.2.22**

This document replaces previous versions with the latest advice. While aiming to be comprehensive, the guidance may not be exhaustive and there may be circumstances which require consideration of factors not covered here. If you are finding it hard to plan, please contact seyt@gov.gg for advice.

Updated February 17th, 2022

The Civil Contingencies Authority (CCA) announced on Wednesday 9 February that, from Thursday 17 February 2022, it will no longer use Emergency Powers to manage COVID-19 – signalling an end to legally mandated self-isolation for positive cases and the removal of all border restrictions. However, the need for vigilance has not disappeared. The States Early Years Team requires Early Years Providers to continue to act responsibly, particularly regarding the need for staff and children to stay at home if unwell to minimise the risk of outbreaks amongst the workforce.

Public Health are keen to make sure that some of the key messages about good hygiene continue to be emphasised across the community. For schools and EYs Providers this means that reminders of the benefits of frequent hand washing, and good respiratory hygiene practices should feature as a routine part of life as this will ensure the community maintains a proactive approach minimising the spread of any illness, including colds and flu, in addition to COVID-19. Staying at home when you are unwell needs to become ingrained in the Bailiwick's culture if we are to minimise outbreaks of COVID-19 as all legal restrictions are removed on Thursday 17th February 2022.

Owners and managers are being asked to support and encourage staff and families to continue doing the right thing by staying at home if they are unwell, or if they have tested positive for COVID-19, as we move forward to live responsibly with the virus.

It is important that the whole community recognises that COVID has not gone away and the need for vigilance has not disappeared.

This is particularly the case when it comes to positive cases, who are still expected to isolate even without the legal requirement.

Everyone, whether it is as friends, family or colleagues, has a role to play in encouraging people who are unwell to stay at home rather than knowingly potentially spreading illnesses to others.

The sector is asked to embrace the programme of living responsibly with COVID-19. The following document provides guidance on how this can be achieved.

Avoiding Transmission

Stay home if you are unwell

- 1.1 Ensure staff and students with any flu-like symptoms do not attend your provision, by making this information clear and available to all. The symptoms to be aware of are included below. For clarity, whenever symptoms are referred to in this document, it is this list which should be referenced:

- Headache, sore throat and a runny nose*
- Fever (high temperature, rigors, chills, can't get warm)
- Dry cough (continuous new cough)
- Difficulty breathing, shortness of breath, chest tightness
- Sore throat
- New muscle aches and pains for no obvious reason (recent onset)
- Tiredness, new and severe fatigue (recent onset)
- Unusual headache (sinus pain, pain around eyes)
- Conjunctivitis (itchy, watery, painful, or pink eye(s))
- Loss of taste or smell
- Diarrhoea
- Vomiting
- Children and over 80s – loose stool, mild fever, not themselves with a cough presenting later
- A rash on skin or discolouration of fingers or toes (seek urgent medical advice)
- Chest pain or pressure, shortness of breath, chest tightness (phone emergency services 999)
- Loss of speech or movement (phone emergency services 999)

*Some younger people with the Delta Variant are presenting with headache, sore throat, and a runny nose, so symptoms similar to the symptoms of a bad cold. Parents/carers are asked to be vigilant for these symptoms and request a COVID-19 test however mild the symptoms are. A runny nose on its own or which is associated with known allergies such as hay-fever, animal/pet hair or other irritants, and which responds to antihistamines or other prescribed medication does not require referral for a COVID-19 test.

- 1.2 Anyone developing symptoms at your provision should be sent home. Asymptomatic siblings of a symptomatic child do not need to be sent home.

Symptoms

Symptoms	Isolate the child and contact parents/carers to collect child as soon as possible	Parents/carers to contact the Helpline	Seek urgent medical advice, call 999
Headache, sore throat, and a runny nose (all three together)	✓	✓	

Fever > 38°C (high temperature, rigors, chills, can't get warm)	✓	✓	
Dry cough (continuous new cough)	✓	✓	
Difficulty breathing, shortness of breath, chest tightness	✓	✓	
Loss of taste or smell	✓	✓	
Runny nose	*	*	
Sore throat	✓	✓	
New muscle aches and pains for no obvious reason	✓	✓	
Tiredness, new and severe fatigue (recent onset)	✓	✓	
Unusual headache (sinus pain, pain around eyes)	✓	✓	
Diarrhoea	✓	✓	
Conjunctivitis (itchy, watery, painful, or pink eye(s))	✓	✓	
Children and over 80s – loose stool, mild fever, not themselves with a cough presenting later	✓	✓	
A rash on skin or discolouration of fingers or toes (seek urgent medical advice *only if this is present alongside other symptoms)	✓	✓	✓
Difficulty breathing, shortness of breath, chest pain, pressure, or tightness (phone emergency services 999)	✓	X	✓
Loss of speech or movement (phone emergency services 999)	✓	X	✓

****Children**, irrespective of their age, presenting with a runny nose only can attend school/EY Provision. A runny nose and no other symptom are not a reason to stay away from school/EY Provider. If a child has a runny nose combined with any other symptom linked to COVID-19, for example a headache or fever, they are asked to undertake an LFT, where a negative result is obtained for a symptomatic individual, parents / carers can call the clinical helpline to arrange a PCR test but on receipt of a negative result they can go back to school/EY Provider provided they are well enough. Should they then develop any additional COVID-19 symptoms listed in the table above then the child should be sent home and undertake a further LFT. Parents could choose to use LFT with their children over the age of 12 months old, if they chose not to or their child is 12 months old and under they can request a PCR test.

1.3 Face coverings

Whilst the mandatory (legal) requirement for the wearing of face coverings has been removed by the CCA within the Bailiwick, the strong recommendation to wear face coverings remains an important mitigation to the risk of the spread of Covid-19 in the following circumstances:

- enclosed communal spaces,
- in crowds with people in close proximity making it difficult to maintain physical distance; and
- where there is poor ventilation

In Early Years settings it is strongly recommended that face coverings are worn in situations indoors where physical distancing **between adults** in settings is not possible. E.g. in places such as staff rooms and communal spaces like kitchens.

1.4 Lateral Flow Tests (LFT)

As we continue to progress through our de-escalation plan, the use of LFT at least twice a week **and** before attending any large meetings, training or events with external partners and stakeholders is still recommended for all staff. Such measures continue to be an important mitigation to the ongoing risk of spread of Covid-19 within our own workforce and the wider community. The use of LFT for surveillance purposes will be encouraged up until it is reviewed.

SEYT have requested that all staff and children over the age of 12 months undertake a lateral flow test on the first three mornings that they are back in an education setting following the half term break. This applies only to those providers who are closed during half term. Providers who remain open over half term should move to staff LFT twice a week from the week beginning 21/2/22.

To order additional supplies for your setting please email Lateralflowqueries@gov.gg but do allow a 3–5-day lead time

1.5 Parents/Carers & Visitors

Despite the removal of the legal requirement to wear a face covering in public places across the Bailiwick, we would recommend that parents/carers and visitors continue to be encouraged to wear a face covering when accessing your provision, particularly where physical distancing cannot be achieved and where there is poor ventilation. This includes communal receptions areas and rooms and spaces where people congregate. As private businesses you can agree your requirements in this area and ensure they are communicated clearly with parents/carers and visitors

1.6 Personal Hygiene

Continue to enable good hygienic practices with the promotion of, for example, frequent hand washing and respiratory hygiene (catch it, bin it, kill it).

1.7 Volunteers

Providers will wish to continue using volunteers to support many aspects of their delivery. In order to seek to protect the operation of your settings and vulnerable individuals, volunteers should be asked, noting that all testing is voluntary, to undertake a lateral flow test if they are likely to be in close and/or sustained contact with students or members of staff. Rather than issue whole packs to all volunteers, Providers are asked to adopt the following approach:

- For any one-off instances, or at the start of a series of regular sessions (i.e. if the
- volunteer is likely to work in your provision every week), the volunteer should be invited to attend the setting 15 minutes in advance of the usual time in order to take a SureScreen lateral flow test (that type produces a result after 10 minutes), to be
- issued to them upon arrival at your provision.
- Ideally this test would be undertaken outside the Provision (e.g. in the individual's car). If the test is undertaken within your provision, the surface on which the test was placed should be cleaned immediately afterwards.

- For those volunteers who will be regular visitors (e.g. volunteer readers), they are asked to get their own pack from one of the Lateral Flow distribution centres (e.g. Beau Sejour)
- In instances where individuals work in a voluntary capacity across several Providers or schools (or the same Provider several times each week), those individuals should be asked to undertake two lateral flow tests during the week, 3 or 4 days apart.

1.8 Other mitigations

Providers should continue to enforce a policy of:

- Frequent hand washing in between activities, on arrival and exit of the premises, before and after meals and after using the toilet
- Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products
- Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues and dispose of them immediately and wash their hands straight away.
- Consider playing outdoors as much as possible, weather permitting.
- Good ventilation throughout all rooms at all times

1.9 Environmental cleaning

Please ensure you remain vigilant with high standards of cleaning as required by our Quality Standards. Continue to ensure you have 'snuffle stations' in each room with a close bin for staff to hygienically dispose of waste and rubbish, such as used tissues, immediately after use. Hand washing facilities or alcohol-based hand sanitiser should be available for staff to use after they dispose of their waste. Hand sanitiser should be used with adult supervision only.

The following is the recommended minimum cleaning requirement as formally directed by Public Health Services:

- **twice daily** cleaning of areas (with particular attention to door handles, handrails, light switches, reception desks, toilet flushes and taps) and all other communal areas where surfaces can easily become contaminated. Standard cleaning products should be used for these tasks.
- Until advised otherwise a single thorough decontamination of these areas and surfaces must be undertaken (this can be done in place of the second cleaning round specified above, ideally at the end of the school day). This means using a chlorine solution of a 1000ppm (e.g., Chlor-Clean) or other disinfection products currently in use (Oxivir Plus is approved for this purpose). If you have any queries, please contact the States Early Years Team, who will liaise with Public Health Services, Infection Control Team or Environmental Health for further guidance.

The regular cleaning of settings remains a priority. Public Health advice is that enhanced cleaning policies should still be observed, paying particular attention to toilet blocks and changing areas.

Advice regarding shielding remains that those extremely vulnerable members of the community should continue to be alert to risks but may consider a return to more normal activity. However, it is important that leaders continue to support staff to understand how best to manage their health conditions. See Appendix 1 for further details.

Carbon Dioxide Monitors

- 1.20 Consider using a Carbon Dioxide monitor to ensure that rooms are sufficiently well-ventilated during the day. Wherever possible, open doors and windows should always be opened.

COVID-19 Cases and Contacts of a Positive Case

- 2.1 From Thursday 17 February 2022, it will no longer be a legal requirement for identified positive cases of COVID-19 to self-isolate, however, all members of the community – including our sector - are asked to recognise that whilst the emergency response and imposition of Emergency Regulations has concluded, **the pandemic is not over and COVID-19 has not disappeared**. It is for this reason that we ask and expect everyone to embrace living responsibly with COVID-19. For Early Years Providers, this will mean:

- For Staff and children over 12 months old, if you are showing COVID-19 [symptoms](#), however mild, you must stay at home and take an LFT. For children under 12 months old or if parents/carers do not wish to use LFT they should request a PCR test
- A person testing positive by LFT is asked to notify the States of Guernsey via either the clinical helpline (01481 220001 or 01481 220002) or on the online form [here](#)
- Positive cases must inform their line manager of their positive result and should stay at home for 10 days with early release if the person tests negative from Day 5 and again 24 hours later **and** does not have a temperature or feel feverish
- Working from home where possible and if well enough to do so during this period should be arranged in conjunction with line managers if appropriate.
- Positive cases are also asked to notify contacts who will then decide whether they wish to test voluntarily. 7-days LFT testing is recommended for any household contacts. The same advice applies to both vaccinated and unvaccinated individuals.

If you have tested positive, do not attend your provision until you test negative, and your symptoms have resolved. You are not 'letting the side down' by not going into the workplace if you are unwell, you are mitigating the risk of spread of COVID-19, or any other illnesses, to your colleagues and wider workforce.

- 2.2 If a child is awaiting collection, they should be moved away from all other children with a practitioner for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. And inform the parents that an expedient collection is required. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

If they need clinical advice, they (or the practitioner, parent, or guardian) should go online to <https://COVID19.gov.gg/guidance> If you have **any clinical questions** regarding the coronavirus

please call clinical helpline on 01481 220001 or 01481 220002. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, or a hospital.

- 2.3 If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. If they feel their clothes have been contaminated by someone coughing or sneezing on them they should change these and wash the contaminated clothing on a cycle of at least 60 °C and tumble dry if possible.

In most cases, closure of the educational setting will not be needed but this will be a local decision based on various factors such as establishment size and risk of further spread, Public Health will be able to advise on these cases.

- 2.4 Where a setting is informed of a child with a positive LFT by a parent / carer, they should advise them that the result must be reported to Public Health either via the clinical helpline, or via the online notification form at <https://www.gov.gg/covidnotification>
- 2.5 In early years settings, asymptomatic children over 12 months old who are a close contact of a positive case will be advised to have a parental taken LFT for 10 days and can continue to attend settings if the result is negative and the child remains asymptomatic. Children aged 12 months, and under, who are symptomatic, will continue to have the PCR tests at two points in time, the first as soon as possible and the second at day 5. Any parent who wishes to have a PCR rather than undertake LFT testing on their own child can request to do so.
- 2.6 Parents/carers are expected to be vigilant for any symptoms in their child, with a low threshold to stay at home and/or being sent home if unwell. Children can attend early years settings only if they are asymptomatic.

Travel

- 3.1 From Thursday 17 February, there will no longer be any legal restrictions or border requirements placed on any arrivals into the Bailiwick of Guernsey, regardless of their vaccination status. This means that there will no longer be a requirement to complete the Travel Tracker prior to arrival. However, the Travel Tracker will remain 'live' or active for islanders for the purposes of being able to access vaccination data and QR codes for the purpose of international travel.

If a person requires an outbound LFT test prior to travelling to a country or region that requires confirmation of a negative test prior to travel, this can be arranged either via a GP Practice or a selection of local Pharmacies. If a person requires a PCR test prior to travelling, there is limited availability via GP Practices or through UK hub airports.

As private businesses you are able to specify what requirements you have in place to reflect your own circumstances, this will be determined by your own risk benefit assessments and should be clearly communicated with staff and parents.

Communicating with Staff

- 4.1 Continue to allow staff to express their views and raise work health and safety issues that may arise directly or indirectly because of COVID-19. You must take the views of staff into account when making decisions and advise staff of your decision. Staff are most likely to know about the risks of their work. Involving them will help build commitment to this process and any changes.

Consultation does not require consensus or agreement, but you must allow your staff to be part of the decision-making process for COVID-19 related matters. Staff must know:

- When to stay away from the workplace
- What action to take if they become unwell
- What symptoms to be concerned about.

You should remind staff they have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

You should provide staff with a point of contact to discuss their concerns, and access to support services.

If you require further support or advice to support staff back into work please contact the SEYT.

- 4.2 Leaders are encouraged as part of routine communication with parents and carers to include regular reminders about the approaches in place in settings to reduce the impact of the virus.

Requirements for Parents

- 5.1 Parents must continue to ensure the following when using Early Years Providers:

Keep safe

- Stay home if you or your child are sick. Children who arrive at an Early Years Provider with any COVID 19 symptoms will be sent home.

If your child is attending their EY Provision

- 5.2 Good hygiene matters, if appropriate.

- Remind your child that they are expected to follow good hygiene practices - wash and dry hands regularly, cough into their elbow, don't touch their face, and use hand sanitiser.

Additional Information

- 6.1 Keep your knowledge of the COVID-19 situation up to date. Follow advice from Public Health.
- 6.2 Ensure you understand your business and its hazards and risks. Risk Benefit Assessments are a useful tool to help identify hazards and risks, as well as providing strategies to help manage them. Where you have risk assessments in place, they may need to be reviewed to ensure they are up to date.
- 6.3 Make sure your workplace is properly resourced to manage risks during a COVID-19 outbreak, use your risk benefit assessment to support this.
- 6.4 Review your policies, procedures and reporting process to ensure they remain current for any incidents, hazards and other issues that arise during this time. Update these materials if necessary.
- 6.5 Ensure these are communicated clearly and processes are being followed.
- 6.6 Consult with staff and ensure there is a means for them to raise any concerns about the steps you are taking to manage the risks.

Support

Contact the States Early Years Team for any further support and guidance on 228313 or seyt@gov.gg

Appendix 1



Guidance – Decontamination of non-clinical areas

What you NEED to know

1. cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
2. if an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
3. wherever possible, wear disposable or washing-up gloves and plastic disposable aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
4. using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
5. if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth, and nose, as well as wearing gloves and an apron
6. wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.

Cleaning and disinfection

Communal areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids

- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

Or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

Or

- if an alternative disinfectant is used within the organization, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

If possible keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and if possible tumble-dry items or ensure they are completely dry. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimizes the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste - Please contact Public Health Services or Environmental Health for advice on 725241.