



## Positive COVID-19 Result Procedure

Adams Fothergill Ltd are committed in helping stop the spread of Covid-19. Therefore, if a child or team member is informed of a positive result, the following procedure will be carried out.

The start date of self-isolation will be calculated to be the date the symptoms started or the test date if asymptomatic. The end date of self-isolation will then be 10 days from the start date.

A *Record of a Confirmed Case of Covid-19* form will be started by a nominated manager.

The person with the positive result is considered infectious up to 2 days before they show symptoms or test date if asymptomatic, therefore when identifying children and staff that need to self-isolate these days need to be taken into account.

Once the details have been recorded, the following should be carried out:

1. Phone the Department for Education and talk through what you have identified as needing to be done and which groups of children and staff need to be informed.
2. Speak to the parents of the children that need to start self-isolating. If they are in the setting, arrange for them to be picked up immediately.
3. Speak to the team members that need to start self-isolating. If they are in the setting, arrange for them to go home immediately.
4. A general letter, informing parents and team members not in direct contact with the positive person, that there is a confirmed case must be sent out and should be done via SchoolPing.
5. A more detailed letter, informing parents and team members who have been in direct contact with the positive person must be sent out. This letter should inform them of how to arrange a test and give them details of the self-isolating period.
6. The staffing of the affected room should be checked to see if it needs to be closed or just kept open for critical workers and vulnerable children. The Department for Education would have advised if the room needed to close.
7. Initials of the person or persons with positive results should be emailed to the Early Years team at Brighton & Hove City Council
8. Inform Ofsted via their portal of the Covid-19 outbreak within 14 days of the incident.
9. Record the children self-isolating in the Absences spreadsheet.

Review and update details

Date	R	U	Details	Q	Latest version
11/1/21	✓	✓	Policy written and quiz issued.	✓	Issue 1/January 2021

R = policy reviewed, U = policy updated, Q = quiz issued to staff. Please tick the relevant boxes.

Note: A quiz should be issued for new or updated policies and at least once a year.