



COVID-19 RISK ASSESSMENT FOR ST NICOLAS PRESCHOOL ABINGDON

Risk Assessment Name	COVID-19 Risk Assessment	Assessment Type	General
Assessor Names	Gaynor Hunter Jay Anderson Claire Richardson	Affected Site	St Nicolas Preschool Boxhill Walk Abingdon
Initial Assessment Date	21st May 2020	Review Period	Fortnightly
Description: The risk assessment and operating procedures are intended to control the spread and reduce the risk of COVID-19 within the preschool premises.			

PLEASE NOTE THIS SHOULD BE READ IN CONJUNCTION WITH UP TO DATE GOVERNMENT GUIDELINES REGARDING COVID-19. ST NICOLAS PRESCHOOL RESERVE THE RIGHT TO REFUSE ENTRY TO ANY CHILDREN WHO WE BELIEVE ARE UNWELL OR WHOSE PARENTS WE BELIEVE ARE NOT ADHERING TO THIS POLICY OR GOVERNMENT GUIDELINES. WE ALSO RESERVE THE RIGHT TO WITHDRAW A CHILD'S PLACE IF PARENTS/CARERS REFUSE TO COMPLY WITH PRESCHOOL PROCEDURES AND/OR ARE DEEMED TO BE ABUSIVE TOWARDS PRESCHOOL STAFF. SAFETY AND RESPECT IS ALWAYS OUR PRIORITY.

OPERATING PROCEDURES

- **Timings and drop off/collection procedures:**

8.45am drop off - please come through the school pedestrian gate which will be open, and walk around to the preschool building on the right. Please queue up on the playground to the left of the preschool wooden gate to drop off your child, where there will be a member of preschool staff to receive your child (parents/carers will still not be allowed onto preschool premises). The school site will be operating a one way system, so you will need to then exit the school playground via the electronic gate next to the office and via the driveway.

11.45/12.15pm pick up/drop off - please wait at the pedestrian gate as where preschool staff will bring/collect your child as appropriate.

2.45pm pick up - please come and wait at the pedestrian gate. The children will be brought out by preschool staff, but you will be called in one at a time onto the playground to collect your child from staff. You must then exit the school site via the electronic gate next to the office and via the driveway. Please be on time to collect your child as the school gates will be open to everyone from 3pm and we need to be clear of the playground by that time.

3.15pm pick up - please come through the school pedestrian gate which will be open, and walk around to the preschool building on the right. Please queue up on the playground to the left of the preschool wooden gate and your child will be brought out to you. Please exit the school site via the electronic gate next to the school office and via the driveway.

- Families should be standing at least 2 metres apart from any other children and parents. There should be one parent or carer per preschool child only – parents/carers who drop off with another adult will not have their child admitted to preschool. Preschool staff will be present to accept/handover the children and handover will be kept to a minimum and social distancing maintained. Parents/carers should maintain social distancing with staff at all times where possible. Parents/carers should be prompt for collection/drop off times to reduce any waiting time and therefore reduce the risk to staff and the children. Staff standing directly at the gate will wear masks. Parents/carers should wear masks/face coverings when dropping off and collecting – parents who are not wearing face coverings will not have their child admitted to preschool on that date unless they have an exemption for not doing so (exemptions needs to be discussed with the preschool manager or a deputy manager)
- Children will have their temperatures taken on arrival at sessions (via a scan no contact thermometer) - any child that is deemed to have a raised temperature, continuous cough, experience a change to their sense of smell/taste, or appear at all unwell, either during the session or on arrival, will be sent home and a parent/carer should pick up promptly - said child should be kept at home for 10 days from the onset of covid-19 symptoms and the household should self isolate for 10 days unless a negative Covid-19 test is obtained. Parents should be available on the emergency number that is on the preschool records.



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- Please do not send your child to preschool if they are unwell for any reason. Unwell children will be sent home. Parents who refuse to make arrangements to have their child collected within a reasonable time (as deemed by preschool management) will have their child's preschool place withdrawn with immediate effect and their funding will be adjusted accordingly.
- Children will wash their hands with soap on arrival to preschool at the beginning of their sessions, before and after eating and after using the toilet.
- No adults other than staff will be permitted to enter the preschool site except for emergency/essential contractors/visitors or senior members of the preschool committee with prior arrangement. The exception is for the induction appointment, where only one parent may attend the meeting and the meeting will be held outside in the Autumn term. January intakes will have a telephone meeting and parents will briefly be allowed to settle their child on the first day – masks should be worn and hand gel used on arrival.
- Non-essential visitors will not be permitted access to the school site or preschool site.
- Children should not bring in items from home, except a lunch box (if staying for lunch) a bag with a change of clothes and changing items such as nappies and wipes, their own sun hat (summer term) and named water bottle. All items should be clearly labelled with the child's name to avoid confusion.
- Children should come into preschool with sun lotion already applied if the weather is hot - staff will not be able to do this.
- No art work will be sent home on a daily basis for the immediate future but pieces will be kept in the child's folder to be given to parents at the end of the academic year or periodically through the year. Photos will also be taken of artwork to share with parents via Tapestry.
- In every workplace area, increasing the frequency of hand washing and surface cleaning.
- Staff will wear masks or face visors for the majority of the time.
- Hand washing will be with anti bacterial soap and water on a regular basis for 20 seconds. Staff should wash their hands and then dry with a paper towel and use the paper towel to turn off the tap.
- Paper towels for drying of all hands.
- Gel sanitisers in any area where washing facilities not readily available.
- Catch sneezes in tissues, bin it, catch coughs in tissues, bin it, or crook of arm/shoulder, avoid touching face, eyes, nose.
- Tissues will be provided around the workplace.
- Staff will wear clean uniform/clothes each day and get changed (into/out of uniform) on arrival/departure.
- Staff will bring in minimum requirements for their shift.
- Staff will be asked not to wear nail polish, jewellery or watches (apart from a wedding band)
- Staff may bring mobile phones but must not use them during preschool sessions - as per normal procedure, mobile phones should be kept in lockers unless during lunch breaks when they are not with the children. The manager/deputy in charge may keep their phone on the desk in the office in case of emergency evacuation.
- Office phone should be wiped with an antibacterial wipe after each person's use.
- Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use using appropriate cleaning products and methods. One person to be responsible (manager/deputy) can delegate to others. We will use antibacterial spray and water and bleach solution or disinfectant.
- All non essential soft furnishings will be removed from the setting for the time required.
- Access to all resources will be reduced so that daily cleaning is ensured of anything used during the session.
- The wipeable floor spots to be placed on floor where children may need to line up so they can try and distance appropriately.
- Indoor water and sand will be used in accordance with the Messy Play Risk Assessment.
- Playdough can be used according to the Messy Play Risk Assessment.
- Water play and mud kitchen play may take place outside according to the Messy Play Risk Assessment.
- Minimum numbers of staff on site at any one time.
- Aprons and gloves to be worn at intimate care time (nappy changing, personal care)
- Staff to keep physical distance between selves and children wherever necessary, no sitting on knees etc if not essential (NB: children **will** still be comforted/assisted if upset or in need of help or physical comfort or support).



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- Staff to wear masks and/or face visors and to keep physical distance from colleagues wherever possible, mindful of who's coming down corridor, through door/gate etc, and standing side by side rather than face to face if 2m distance cannot be kept.
- Staff will use lateral testing kits twice weekly as available from the government to test for asymptomatic covid-19 infection.
- Use toys/resources that can easily be disinfected on a regular basis. All toys and equipment to be disinfected at the end of each day using disinfectant products.
- Learning outside as often as possible.
- Open windows for ventilation, open doors whenever possible/safe.
- Disposable gloves, aprons, and glasses are available for staff to wear at any time, particularly during nappy changing, toileting and to be disposed of in bin immediately. Safety glasses and face visors should be individually named and be cleaned at the end of sessions, one pair of safety glasses and one face visor to each person.
- If anyone becomes unwell with a new, continuous cough or a temperature of 37.8 or higher in preschool or is generally unwell then they will be sent home immediately. While waiting to be picked up they will wait outside when possible with a member of staff wearing gloves and an apron. If it is not suitable to wait outside they will be cared for in a room with ventilation until they are collected. They will be cared for by one adult and kept separate from the other children and teachers.
If a member of staff becomes symptomatic they will go home immediately. If they need to be collected, while waiting to be picked up they will wait outside where possible with a member of staff wearing gloves and an apron (if they are unable to sit unaided). If it is not suitable to wait outside they will be cared for in a room with ventilation until collected.
- In the event of temporary preschool closure due to Covid-19, parents will be informed of this as soon as possible via email.
- In the event of temporary preschool closure due to a local or national lockdown or other government requirements, staff will keep in touch with families and continue to support their learning via Tapestry. Children and their families who are classed as vulnerable will be contacted virtually on a regular basis by one of the preschool Safeguarding Officers.
- Current Government/Public Health England guidance about isolation of other individuals who have been in contact will be followed if a child or adult becomes symptomatic or tests positive.
Contacts for Preschool Management:
For covid-19 advice, guidance and notification: educationcovid19@oxfordshire.gov.uk
Department for Education helpline: 0800046 8687 (option 1 for a positive case)
Local Health Protection Team (5 cases or more): 0344 2253861 (option 4), TVPHE@phe.gov.uk (for non urgent enquiries)
For partially closing or fully closing either for a confirmed covid-19 public health related reason Ofsted should also be notified.

RISK ASSESSMENT

IDENTIFY THE HAZARDS	WHO COULD BE HARMED AND HOW	WHAT MEASURES ARE IN PLACE TO REDUCE THE RISK	RISK RATING Low Medium High
Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.	All staff How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of	Appropriate Disinfectant Products Used In Line With COSHH Assessment. Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff. The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated. Disposable cloths will be used to reduce transmission. Cleaning of Premises Before Work Commences Assessment of cleaning requirements will be carried out prior to	Low



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	<p>all areas correctly will reduce the risk of transmission overall</p>	<p>premises opening and appropriate cleaning will take place at the end of each day.</p> <p>Correct Guidance On Cleaning Will Be Followed For Cleaning Any Areas Of Higher Risk Based on current Government Guidance for Non-clinical Settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings/covid-19-decontamination-in-non-healthcare-settings This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before.</p> <p>Increased Cleaning Frequency Of Cleaning Throughout Premises Increased cleaning regime in place throughout premises and between daily sessions. Particular focus on commonly touched areas, equipment, surfaces and common shared areas such as toilets, office, kitchen etc.</p> <p>Workspaces Will Be Cleared Of Waste Frequently Frequent waste collection in place including employee areas. Removal of personal items at the end of shift. Waste from morning and afternoon sessions will be removed before the next session commences.</p> <p>Cleaning of Toys/No Items from home Toys will be cleaned after use when children are not present. Children should not bring in toys or other items from home apart from a lunch box (if staying for lunch) bag with changing items and clothes, a water bottle and a sun hat.</p>	
<p>Staff, Parents/carers or children coming to preschool when unwell, potentially carrying the virus and spreading to others.</p>	<p>All staff, children and other parents/carers</p>	<p>Anyone displaying symptoms must self isolate for a minimum of 10 days unless they have a test which proves negative for the virus Children and staff should not attend preschool if they are unwell. Children who are unwell at drop off will not be admitted to preschool. Parents who are not wearing face coverings at drop off will not have their child admitted to preschool. Parents should not bring children if they themselves are unwell. Children who staff believes are unwell will be sent home immediately and asked to isolate for 10 days. Family should isolate for 10 days if they have any symptoms related to covid-19.</p> <p>No parents/carers to enter the preschool building or inside the preschool gate unless in an emergency. Parents/carers will strictly adhere to social distancing and will follow our separate drop off and collection procedures. Only one parent/carer from each family should drop off and collect their child each time.</p> <p>Children to have temperature taken on arrival All children will have their temperature taken by staff on arrival at each session. Children with a raised temperature, continuous cough and/or a change to their sense of taste or smell will be sent home immediately and asked not to return for 10 days (minimum) unless a negative test is obtained.</p>	<p>Medium</p>



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Staff member or child(ren) testing positive for Covid-19	All staff and children and their households	Please refer to “Managing Suspected and Confirmed Covid-19 cases in Childcare and Educational Settings” at the end of this document as to the procedures in these circumstances.	
Potential contamination of others during snack time	All staff and children How? Sitting closely, sharing implements, touching food	<p>Normal high standard hygiene procedures apply when preparing for snack</p> <p>Staff and children to wash hands prior to snack</p> <p>Food pre-prepared by GA and put on individual plates</p> <p>One member of staff to pour drinks</p> <p>All implements to be put in dishwasher immediately after use</p>	Medium
Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination	All staff, Contractors, children How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.	<p>Employees Advised To Wash Clothing After Work Employees will change into/out of uniform at preschool and will be advised to launder all clothes as soon as possible in the event of any contamination of clothing.</p> <p>Families Advised to Wash Children's Clothing After Each Session Children should have their clothes laundered as soon as possible after each session in case of any contamination of clothing. Parents should supply a clean change of clothes for each session to avoid having to borrow preschool clothing.</p> <p>More Frequent Hand Washing by Staff and Children Staff will sanitise their hands on immediate arrival to preschool then wash their hands for a minimum of 20 seconds inside preschool. Staff should wash their hands at regular intervals during sessions in addition to normal hygiene practices and when moving between rooms or from inside to outside and vice versa. Children will wash their hands immediately on arrival to preschool, before eating, after using the toilet, after blowing nose etc.</p>	Medium
Attendance And Movement Of People In The Workplace	All staff and children How? Where more than 1 person attends work from the separate households, increases the risk of transmission of the Covid-19 virus. Where children attend preschool from different households	<p>Information, Instruction and Training Provided To Employees Employees consulted on risks and controls in the work place. Staff communicated with on a regular basis on changes to hazards and controls. Employees receive training through the use of posters, signs, announcements and briefings.</p> <p>Staff must social distance where possible</p> <p>Children not to attend different settings where possible Children who attend two settings would increase the risk of exposure and therefore risk of infection so will be asked to attend one setting where possible.</p> <p>Pro-active Monitoring In Place Pro-active monitoring by management in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <p>Remind Employees Of The Controls</p>	Medium



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	and settings increases the risk of transmission.	<p>Management to observe and remind employees as necessary of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <p>Staff Work Patterns Staff will work their regular shift patterns.</p> <p>Touch-based Devices Staff should only use their allocated tablet, with increased cleaning carried out before and after use and hand hygiene practised before and after use.</p> <p>Ventilation On Site Increased As Much As Possible/Air Con Windows and doors opened as much as possible to increase ventilation in all workspaces. Guidance on the use of Shared Air Conditioning has been taken with a qualified engineer. Consultation taken with MGI Ltd who advised air conditioning is safe to use. To be used on a low fan setting in oscillating mode and only operated by manager/deputy managers and key pad wiped between use and sessions.</p> <p>Vulnerable Persons Protected Further assessment of the specific risks will be carried out on a case by case basis. Those classed as clinically extremely vulnerable are advised not to work outside of the home. Those classed as clinically vulnerable are advised to work 2m away from other persons where they cannot work from home.</p>	
COVID-19 - Travel	Staff and children	<p>UK Government guidance being followed The FCO provides foreign travel advice for travellers Employees are advised to limit the use of public transport Employees are advised to keep social distancing whilst travelling Employees advised not to travel abroad unless absolutely necessary and will follow any government guidelines on return.</p>	Medium
Vulnerable employees	Staff and children	<p>Uk Government guidance will be followed</p> <p>Vulnerable employees to work from home where possible</p> <p>Pregnant workers will be told to work from home</p> <p>It is the employee's responsibility to inform management of any change in circumstances</p>	Medium
Social Distancing Guidelines Cannot Be Met -Activities where social distancing cannot be followed in full, may lead to	All staff, children Contractors, Visitors How? Being in close proximity may lead to increased risk of the spread of the Covid-19	<p>Time Spent Within 2m To Be Kept To A Minimum The time where staff and children are within 2m will be kept to as short a time as practicable possible.</p> <p>Employees To Avoid Face To Face Work Where Possible 2m distance should be adhered to wherever possible.</p> <p>Staff Assisting with Personal Care Staff should change/help with personal care of their own colour group children wherever possible.</p> <p>Use of Personal Protective Equipment (PPE)</p>	Medium



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<p>increased risk of the transmission of the virus due to being in close proximity. This includes entrances, exits and common areas as well as work activities and personal care.</p>	<p>virus.</p>	<p>Staff to wear face masks when setting up and cleaning to help avoid transmission. Staff to use facemasks at the beginning and end of sessions and during sessions or face visors. All staff should use PPE when changing children - apron, masks, gloves and safety glasses - as staff will be in close proximity to the children when doing so (e.g. when helping them up, leaning down to do shoes etc). Disposable masks will be made available to staff during personal care and staff will have material washable masks available which should be washed daily. Appropriate PPE will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessments.</p>	
<p>Individuals Displaying Symptoms - staff developing on-set temperature or new/persistent cough</p>	<p>All staff and children How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work and potentially spread the virus if they are positive</p>	<p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work. Investigations carried out if the transmission is likely to be work-related and in the event it needs to be reported under RIDDOR. Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required</p> <p>Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed. Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 10 days. If employees are tested negative for the virus and feel well they may return sooner.</p> <p>Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so. If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance. They should then self-isolate in accordance with guidelines.</p> <p>Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available. Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p>Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable. If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p>Will Follow Government Advice On Testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Work Area Cleaned Thoroughly Using Disinfectant Following</p>	<p>Medium</p>



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		<p>Guidelines. https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings/covid-19-decontamination-in-non-healthcare-settings If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons. For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection. Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	
<p>Common Areas (Including Kitchen and Office) - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes foyer, seating areas as well as toilets, changing room and kitchen areas.</p>	<p>All staff, children, Contractors, Visitors How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p>Access To Adult and Child Toilets/Office/Kitchen Controlled Only one member of staff at a time should be in either the kitchen, adult toilet or child toilets where possible. Child toilets should be frequently monitored so that no more than 3 children at a time are in the toilets if possible and the windows should be kept open during session times.</p> <p>Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens. Increased cleaning of the welfare facilities will be carried out on site between sessions. Paper towels will continue to be used to dry hands and disposed of safely in the allocated bins.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out. Employees to clean kitchen items before and after use.</p> <p>Staff should wash hands and use a clean paper towel to turn off the tap.</p> <p>Numbers Of People In Common Areas Managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to where possible.</p> <p>Pro-active Monitoring In Place Common areas, including toilets are monitored frequently, ensuring individuals are exercising social distancing.</p> <p>Regular Cleaning Of Common Area And Touch Points. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently. The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly. Disposable cloths will be used to reduce transmission and disposed of immediately after use.</p>	Medium
<p>Managing Contractors Coming To Site. – Trades</p>	<p>All staff, Children, Contractors How?</p>	<p>Supervision Of Essential Contractors On Site Where contractors' tasks are required on site (only for emergency/essential works) - social distancing will be maintained. The member of senior management on site will be aware of their</p>	Medium



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<p>people, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>	<p>Transmission of Covid-19 between visitors to site and employees</p>	<p>responsibilities to support social distancing and informing the contractor of their requirements.</p> <p>Essential Visitor / Contractor Records Maintained Records of those who have attended site to be maintained where possible. If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p>Unauthorised Visitors No unauthorised visitors to be permitted on site- they will be turned away until correct and timely arrangements made.</p> <p>Deliveries Delivery personnel will not be allowed to enter the school site. Deliveries will be left outside until they can be safely retrieved with social distancing - staff should wash their hands before and after handling any essential deliveries.</p>	
<p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Visitors, children How? Increased risk of transmission of Covid-19</p>	<p>Any Meetings Carried Out Remotely Meetings will be carried out remotely to avoid the need for people to come together physically.</p>	<p>Low</p>
<p>Vulnerable Children and their families</p>	<p>Children and their families</p>	<p>Extra care will be taken during the pandemic to help ensure the safety of any vulnerable children and their families. Extra contact during any closure will be made by one of the safeguarding officers to vulnerable children and their families</p>	<p>Medium</p>



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PHE South East Health Protection Team:

Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings

Version 4.1 Date 23/9/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces.

To notify of 2+ confirmed cases or for advice about a potential outbreak situation, call **Thames Valley Health Protection Team (HPT)** on

03442253861, Option 4 (08449670083 out of hours). If the matter is not urgent you can email TVPHE@phe.gov.uk

For general queries about COVID-19 in educational settings, or to notify of a single confirmed case, contact **the DfE Helpline on 0800 046 8687** (option 1 for confirmed cases). The line is open Monday-Friday 8am-6pm and Saturday-Sunday 10am-4pm.

For detailed COVID-19 guidance for educational settings, see www.gov.uk/coronavirus/education-and-childcare

To book a coronavirus test, see www.nhs.uk/ask-for-a-coronavirus-test (call 119 if you don't have internet access)

