

## Risk Assessment

<b>Task/Activity</b>	Covid-19 (Coronavirus) risk assessment - suspected / confirmed cases.  <b>Please note, failure to follow control measures set out in this risk assessment may result in disciplinary procedures being followed.</b>	<b>Location</b>	ICP Nurseries
<p>This risk assessment has been developed using government guidance:</p> <ul style="list-style-type: none"> <li>• Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</li> <li>• Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</li> <li>• Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> <li>• COVID-19: cleaning in non-healthcare settings outside the home</li> <li>• Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</li> </ul> <p>This risk assessment must be read alongside the Covid-19 (Coronavirus) pandemic risk assessment</p>			
<b>Hazard</b> <i>How could harm be caused?</i>	<b>Who could be harmed?</b> <i>Staff? Children? Parents? Visitors? Public?</i>	<b>Existing Controls</b> <i>What are we already doing to prevent harm?</i>	<b>Risk Rating</b> <i>High/Medium /Low</i>  <b>Additional Controls Needed? If YES, transfer to Action Plan</b>
<p>Coronavirus is thought to spread mainly from person to person. This can happen between people who are in close contact with one another.</p> <p>Coronavirus can also spread from contact with infected surfaces or objects.</p> <p>An individual may or may not have symptoms, this increases the risk of cross contamination in the home environment and</p>	<p>Members of staff, children, parents, visitors</p>	<p>If anyone in the setting becomes unwell with:</p> <ul style="list-style-type: none"> <li>- a high temperature of 37.8 degrees centigrade or higher</li> <li>- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours</li> <li>- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>they must be sent home to begin isolation, the isolation period includes the day the symptoms started and the next 10 full days - if any of the individual's household members are also present at the setting they will need to be sent home at the same time and advised to follow guidance for</p>	<p>Low</p> <p>Yes</p>

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<p>the risk of the spread of infection in the workplace</p>		<p>households with possible or confirmed coronavirus (COVID-19) infection. They should arrange to have a test to see if they have coronavirus (COVID-19) - those prioritised for testing include education and childcare workers Other members of their household (including any siblings) should isolate. Their isolation period includes the day the first person in their household's symptoms started (or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device or Polymerase Chain Reaction test and the next 10 full days. <b>Staff / children who have arranged to have a test whether symptomatic or not, <u>must not</u> attend Nursery whilst awaiting their test results.</b></p> <p>If a child is awaiting collection:</p> <ul style="list-style-type: none"> <li>• they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision</li> <li>• ideally, a window should be opened for ventilation</li> <li>• if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</li> <li>• if they need to go to the bathroom while waiting to be collected, they should be taken to a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>• PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> </ul>		
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		<ul style="list-style-type: none"> <li>• A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• as is usual practice, in an emergency situation call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</li> <li>• any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a PCR test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace</li> <li>• everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. <b>See the COVID-19: cleaning of non-healthcare settings outside the home guidance.</b></li> </ul>		
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		<ul style="list-style-type: none"> <li>Once the child has left the premises, clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</li> </ul> <p>PHE is clear that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>When parents/legal guardian pick up the child, they must be advised to get the child tested and notify the nursery manager of the results.</p>		
<b>Action Plan</b>				
<b>Additional Control Measures</b>	<b>Who will complete the action?</b>	<b>Target date for completing action?</b>	<b>Signature of Manager</b>	
<p><b>Tests for COVID-19</b></p> <p>Two types of test are currently being used to detect if someone has COVID-19:</p> <ul style="list-style-type: none"> <li>Polymerase Chain Reaction (PCR) tests</li> <li>Lateral Flow Device (LFD) tests</li> </ul> <p>PCR tests detect the RNA (ribonucleic acid, the genetic material) of a virus. PCR tests are the most reliable COVID-19 tests. It takes some time to get the results because they are usually processed in a laboratory.</p>	Confirmed case; Nursery Manager to check	Within 48 hours of a positive LFD test		

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<p>LFD tests detect proteins in the coronavirus and work in a similar way to a pregnancy test. They are simple and quick to use.</p> <p>LFD tests are not as accurate as PCR tests and are mainly used in people who do not have symptoms of COVID-19.</p> <p>Anyone who has a positive LFD test should also have a PCR test to confirm the result within 48 hours.</p>			
<p><b>Obligations for self-isolation</b> If a member of staff has COVID-19 symptoms or have received a positive test result they must stay at home and begin to self-isolate for 10 days* from when their symptoms start.</p> <p>They must stay at home while they are waiting for a home test kit or a test site appointment and should only leave home to visit a COVID-19 test site or in certain circumstances. They should not leave home for any other reason, including alternative work or childcare, and only exercise within their home, garden or private outdoor space.</p> <p><b>Self-isolation dates:</b></p> <ul style="list-style-type: none"> <li>Confirmed case: The isolation period includes the day the symptoms started (or the day the test was taken if the person does not have symptoms), and the next 10 full days. This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59 hours on the 25th. A positive PCR test result means the person must complete their full isolation period. The isolation</li> </ul>	<p>Nursery manager, individual member of staff / parents</p>	<p>As and when required</p>	

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<p>period starts immediately from when symptoms started, or, if they do not have any symptoms, from when the first test was taken, whether this was a LFD or a PCR test. A positive LFD test result also means you must complete 10 days isolation, unless this is followed by a PCR test and the result is negative.</p> <ul style="list-style-type: none"> <li>Confirmed case – household members (including any siblings): should self-isolate for 10 days. The isolation period includes the day the first person in the household’s symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.) This means that if, for example, your 10-day isolation period starts on the 15th of the month, your isolation period ends at 23:59 hours on the 25th and you can return to your normal routine.</li> <li>Confirmed case – close contacts who do not live with the person: must stay at home and complete 10 full days isolation. The isolation period includes the date of their last contact with them and the next ten full days. This means that if, for example, your last contact with them was at any time on the 15th of the month, your isolation period ends at 23:59 hours on the 25th.</li> </ul> <p><b>Individuals could be fined if they do not stay at home and self-isolate following a positive test result for COVID-19 and are notified by NHS Test and Trace that you need to self-isolate.</b></p>			
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<p><b>Side effects of children taking a vaccination or teething</b> Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected.</p> <p>Whilst teething can cause some known side effects such as flushed cheeks and sore gums, <a href="#">NHS guidelines</a> state that fever is not a symptom of teething.</p> <p>Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP.</p> <p>If coronavirus (COVID-19) is suspected, settings should follow the advice in this risk assessment.</p> <p>PHE advice is that if any of the 3 COVID-19 symptoms are present then the child must isolate and get a test. Settings should not accept a GP diagnosis of 'not COVID-19' without a test unless a GP has a clear alternative diagnosis.</p>	<p>Nursery manager / parents</p>	<p>As and when required</p>	
<p><b>General principles of cleaning after a person with symptoms of, or confirmed COVID-19 has left the setting</b> The minimum PPE to be worn for cleaning an area after a person with symptoms of or confirmed COVID-19 has left the setting is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.</p> <p>Public areas where a symptomatic person has passed through and spent minimal time, but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</p>	<p>Nursery Manager</p>	<p>As and when required</p>	

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<p>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Use a household detergent followed by disinfection. Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants</p> <p>Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p><b>Sanigone</b> Where there has been a cluster or outbreak of Covid-19 the Nursery must be treated with Sanigone. Sanigone is a total release room sanitiser and disinfectant, and contains a propellant, which when activated emits a fine mist of powerful sanitising ingredients. This provides full coverage to all surfaces including hard to reach areas.</p>			
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<p><b>Laundry</b> Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p> <p><b>Waste</b> Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ul style="list-style-type: none"> <li>• Should be put in a plastic rubbish bag and tied when full</li> <li>• The plastic bag should then be placed in a second bin bag and tied</li> <li>• This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ul> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p>			
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<p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> <li>• keep it separate from your other waste</li> <li>• arrange for collection by a specialist contractor as hazardous waste</li> <li>• Note - there may be a charge for this service.</li> </ul> <p>Other household waste can be disposed of as normal.</p>			
<p><b>Test and Trace</b> All Nurseries will be required to create a Test and Trace QR code for display at their entrance points. Nursery Managers must encourage all visitors to scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19). Nursery Managers must ensure they understand the NHS Test and Trace process. Nursery Managers must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• book a test if they are displaying symptoms. All children can be tested, including children under 5. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents if using a home testing kit</li> <li>• testing should be carried out as soon as possible of symptoms starting, ideally within 5 days</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms</li> </ul>	<p>Nursery Manager</p>	<p>As and when required</p>	

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<p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>Access to testing is available to all essential workers. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. This includes anyone involved in childcare ICP Nurseries, as employers, can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p> <p>Nursery managers should ask parents, carers and staff to inform them immediately of the results of the test, with evidence.</p> <ul style="list-style-type: none"> <li>• if someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result. If feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating</li> <li>• If someone with symptoms tests negative for coronavirus (COVID-19) they should stay at home until they have recovered as usual from their illness. They can then safely return to the setting. The only exception to return following a negative test result is</li> </ul>			
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<p>where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 full days* from the date of that contact.</p> <ul style="list-style-type: none"> <li>• if someone tests positive, they should follow <b>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</b>. They must continue to self-isolate for at least 10 full days* from the onset of their symptoms and then return to the setting and their normal routine only if they do not have symptoms other than cough or loss of sense of smell or taste, which can last for several weeks. If they still have a high temperature after 10 days or are otherwise unwell, they should stay at home and seek medical advice</li> <li>• The minimum 10-day period starts from the day when they first became ill. Other members of their household should continue self-isolating for the full 10 days.</li> </ul>			
<p><b>Managing confirmed cases of coronavirus (COVID-19) in the setting</b> Please refer to the <a href="#">COVID-19 early outbreak management for Early years settings action cards</a> for more information.</p> <p>Nursery Managers must take swift action when they become aware that someone who has attended your setting has tested positive for coronavirus (COVID-19).</p> <p>They can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling <b>the DfE Helpline on 0800 046 8687 and selecting option 1</b> for advice on the action to take in response to a positive case.</p>	<p>Nursery Manager; Head of Childcare &amp; Operations; CEO</p>	<p>As and when required</p>	

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<p>They will be put through to a team of advisers who will inform them what action is needed based on the latest public health advice.</p> <p>The advice service will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the call to the PHE local health protection team.</p> <p>The advice service (or PHE local health protection team if escalated) will work with settings to guide them through the actions they need to take. Based on their advice, settings should send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from when they were last in close contact with that person when they were infectious.</p> <p><b>Close contacts</b>  'A contact' is a person who has been close to someone who has tested positive for coronavirus (COVID-19) with a Polymerase Chain Reaction (PCR) test. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms (or had a test if asymptomatic), and up to 10 days after, as this is when they can pass the infection on to others.  A close contact includes:</p> <ul style="list-style-type: none"> <li>anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)</li> </ul>			
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<ul style="list-style-type: none"> <li>• anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR test:             <ul style="list-style-type: none"> <li>- face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>- skin-to-skin physical contact for any length of time</li> <li>- been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>- been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)</li> <li>- travelled in the same vehicle or a plane</li> </ul> </li> </ul> <p>Full guidance on contact definitions can be found here: <a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#what-do-we-mean-by-a-contact">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#what-do-we-mean-by-a-contact</a></p> <p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, Nursery Managers must keep a record of:</p> <ul style="list-style-type: none"> <li>• children and staff in specific groups/rooms (where applicable)</li> <li>• close contact that takes places between children and staff in different groups/rooms This should be a proportionate recording process.</li> </ul> <p>A template letter will be provided to settings on the advice of the advice service (or PHE local health protection team if escalated), to send to parents, carers and staff if needed.</p>			
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<p>Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>The PHE local health protection team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting - as identified by NHS Test and Trace.</p> <p>Household members of those who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.</p> <p>If someone in a group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period, they should <b>follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</b>. They should get a test.</p> <p>If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day* isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</p> <p>If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 full days* from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for a</p>			
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<p>minimum of 10 days* from when the symptomatic person first had symptoms, following the <b>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</b></p> <p>In the vast majority of cases, settings and parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. In the event that a parent or carer insists on a child attending the setting, the setting can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their children and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus.</a></p> <p>Please see <b>What to do if a child is displaying symptoms of coronavirus (COVID-19) guidance</b> for further information.</p>			
<p><b>Contain any outbreak by following local health protection team advice</b></p> <p>We will contact our local health protection team if the number of cases exceeds 2 within 14 days.</p> <ul style="list-style-type: none"> <li>• We have taken the action outlined but are still seeing more cases</li> <li>• We are thinking we might need to close because of the number of people affected a child or staff member in your setting has been admitted to hospital</li> <li>• you are getting significant interest from local media</li> </ul>	<p>Nursery Manager; Head of Childcare &amp; Operations; CEO</p>	<p>As and when required</p>	

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<p>The local health protection team will advise on the next steps. In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group. If settings are implementing the controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary and should not be considered except on the advice of health protection teams.</p>			
<p><b>Reporting of COVID-19 if a child / staff member tests positive for coronavirus</b> Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted and Local Authority Early Years team through the usual notification channels.</p> <p>RIDDOR You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</p> <ul style="list-style-type: none"> <li>- an unintended incident at work has led to someone's possible or actual exposure to Covid-19. This must be reported as a dangerous occurrence.</li> <li>- a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</li> <li>- a worker dies as a result of occupational exposure to Covid-19.</li> </ul>	<p>Nursery Manager; Head of Childcare &amp; Operations; CEO</p>	<p>As and when required</p>	

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<p><b>Mental Health and Well-Being</b> For some people self-isolation (staying at home) can be boring or frustrating. They may find their mood and feelings being affected and feel low, worried or have problems sleeping.</p> <ul style="list-style-type: none"> <li>- Staying in touch with friends and relatives on the phone or by social media may help</li> <li>- Carry on hobbies and interests within the home if able to</li> <li>- Take regular exercise within the home if possible</li> </ul> <p>Nursery management must signpost staff to the Listening Line, and any other relevant support lines and useful websites.</p> <p>Line Managers and Well-Being Champions must follow the strategies outlined in the ICP Nurseries Wellbeing Toolkit</p> <p>Family / staff communication logs must be completed, noting all contacts with an individual or family whilst not in attendance at Nursery.</p>	<p>Nursery Manager</p>	<p>As and when required</p>	
<p><b>COVID-19: long-term health effects</b> Around 10% of mild Coronavirus (COVID-19) cases who were not admitted to hospital have reported symptoms lasting more than 4 weeks. A number of hospitalised cases reported continuing symptoms for 8 or more weeks following discharge.</p> <p>For staff Nursery management must complete the Return to Work Form and Well-Being Health Check. Where long-term health effects occur, a Critical Care Plan must be completed.</p> <p>Nursery Management must signpost staff to any relevant support lines, agencies, and useful websites.</p>	<p>Nursery Manager</p>	<p>As and when required</p>	

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<p>For children or staff who are identified as having any long-term health effects a Critical Care Plan must be completed. Further information can be found here: <a href="https://www.gov.uk/government/publications/covid-19-long-term-health-effects/covid-19-long-term-health-effects">https://www.gov.uk/government/publications/covid-19-long-term-health-effects/covid-19-long-term-health-effects</a></p> <p>.</p>			
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