

### **A member of staff becoming ill at home**

1. In the event that a member of staff becomes unwell at home they will contact the management team immediately.
2. The management team will arrange cover for that member of staff. (Please see pandemic policy for more guidance)
3. The management team will contact all those who the staff member has been in contact with to inform them of the situation and advise them to self-isolate with immediate effect.
4. The management team will then inform all the necessary government officials.

### **A member of staff becoming ill at work**

1. In the event that a member of staff should become ill in the workplace they will need to contact the management team immediately.
2. The member of staff should then isolate themselves from others within the setting, an ideal place for them to wait until cover arrives is the staff room.
3. We understand that the EYFS regulations regarding ratios, however during this unprecedented time the health and well-being of the other staff and children in our care must come first to stop the spread of this infection to them.
4. The management team who are oncall will come immediately into setting to cover that member of staff allowing them to go home. The following will then happen:-
  - The parents of any children that are in our care at the time will be contacted and the situation will be explained.
  - Those staff who have been exposed to symptoms will also be sent home and instructed to self-isolate for 7 days.
  - A deep clean of the entire setting will take place to ensure there is no cross contamination.

### **If a child becomes ill in the setting**

If a child becomes ill while in setting the same procedure for staff should be followed, however there is some additional measures the staff need to strictly follow.

- Staff to contact the parents immediately, please do not wait until the management team arrive. Remember it is always better to air on the side of caution.
- When staff become aware of symptoms in a child, they should protect themselves and wear PPE. Children are not allowed to be left alone at any point and unlike some areas of the EYFS during the pandemic this has not changed, therefore staff should self-isolate with the child in the staff room.
- The staff room door will need to remain open for safeguarding reasons and the member of staff will need to make themselves visible in the door way for the duration until the management team arrives.
- Staff must ensure that the child remains calm as possible while enforcing social distances.