

Covid -19 Flowchart for all Early Years Non-Domestic Settings

If a manager is informed by a parent or staff member that a child or staff member has tested positive and has not already been contacted by a contact tracer then they should:

* Contact the **Health Protection Team** (HPT) at Bury council
  + - Telephone 0161 253 6900
    - Monday to Friday  9.00- 5.00
* **Out-of-hours:** Contact the DfE helpline on 0800 046 8687 and select option 1 for advice.

Advisors on these numbers will be responsible for supporting managers in following all guidelines and referring more complex cases, as necessary, following a triaging of your circumstances during the call.

If a child who attends or staff member who works at an educational setting tests positive for COVID-19 then the setting will be contacted by a contact tracer. This contact tracer may be based either in the Local Authority or the local Health Protection Team.

Managers or Leaders should follow all advice provided.

This will involve an appropriate member of the leadership team at the educational setting being asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. All direct and close contacts will be excluded from the setting and advised to self-isolate. Details of how long this will be for end commencing dates will be provided by the advisor.

Having followed all advice and guidance provided the manager should then:

1. Notify OFSTED: Using the online form.

https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business

1. Complete the Covid-19 Bury Report Card and return to [eya@bury.gov.uk](mailto:eya@bury.gov.uk) . If you need support with this please contact [eya@bury.go.uk](mailto:eya@bury.go.uk).