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| **Dealing with a suspected case of Covid-19 (Plan)** | | |
| **Staff** | | |
|  | **One staff member** | **More than one** |
| If while at work a staff member develops any **symptoms of**   * **acute respiratory** * **infection including cough,** * **fever-38 degrees** * **shortness of breath**   . | 1. Ask them to go **home** without delay and **contact their GP** by phone. Inform that they need **a certificate from the doctor** before being back to work. | 1. Ask them to go **home** without delay and **contact their GP** by phone. Inform that they need **a certificate from the doctor** before being back to work. |
| 2.When **manager** availably for cover – **does cover in the room**. | 2.Manager **contacts relief staff** for available covers. |
| 3. If they must wait, then they should do so in **the office- isolation place.** | **3.** If they have to stay in the classroom **-2 meters away** from others in the room. |
| 4. Phone **contact number** for emergency person is available in the office. | 4. Phone **contacts numbers** for emergency persons are available in the office. |
| 5.If they can tolerate doing so, they **should wear a surgical mask** (mask available in the office) | 5.If they can tolerate doing so, they **should wear a surgical mask** (**mask available in the office)** |
| 6.They leave the crèche via **garden gate.** | **6.**They leave the crèche **via classroom door (staff from playroom 1) or through the garden gate (staff from playroom 2)** |
| 7**. In an emergency-** **shortness of breath**, **choke**- call an ambulance, and explain the situation.  Follow **an emergency plan (CIP Critical Incident Plan Covid 19)**  **Call 112 or 999** | 7**. In an emergency-** **shortness of breath**, **choke**- call an ambulance, and explain the situation.  Follow **an emergency plan (CIP Critical Incident Plan Covid 19)**  **Call 112 or 999** |
| 8. Available staff member have to **clean the office**. Use **a chlorine-based disinfectant** at a concentration of 1,000ppm available Chlorine.  After cleaning **remove protective clothing**-gloves, mask and apron into the doubled plastic bags and throw straight to the outdoor bin.  **Wash your hands.** | 8.Classroom clean after 5.30pm. **chlorine-based disinfectant** at a concentration of 1,000ppm available Chlorine.  After cleaning **remove protective clothing**-gloves, mask and apron into the doubled plastic bags and throw straight to the outdoor bin.  **Wash your hands.** |