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| **COVID-19 Dealing with Infection (Plan)** | | |
| **Staff** | | |
|  | **One staff member** | **More then one** |
| If a staff member develops **symptoms of acute respiratory infection including cough, fever-38 degrees or**  **shortness of breath** while in the care facility. | 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 –**do cover in the room**. | 2.Manager **contacts staff from another crèche** for covers. |
| 3. If they must wait, then they should do so in **an office- isolation place.** | **3.**If they have to stay in the classroom **-2 meters away** from others in the room. |
| 4. In any case phone **contact number** for emergency person availably | 4. In any case phone **contact number** for emergency person availably. |
| 5.If they can tolerate doing so, they **should wear a surgical mask** (mask available in the corridor) | 5.If they can tolerate doing so, they **should wear a surgical mask** (**mask available in the corridor)** |
| 6.They leave the crèche via **garden gate.** | **6.**They leave the crèche **via classroom door.** |
| 7**. In an emergency-** **shortness of breath**, **choke**- call an ambulance, and explain the situation.  Follow **an emergency plan(our procedure?)**  **Call 112 or 999** | 7**. In an emergency-** **shortness of breath**, **choke**- call an ambulance, and explain the situation.  Follow **an emergency plan(our procedure?)**  **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.** |