

## COVID19 Staff Guidance – January 2022

This note explains how Dingley's Promise is continuing to support staff and respond to changes in Government guidance on Covid 19. Our Covid 19 Organisational Risk Assessment leads our response and includes guidance for families, visitors, and staff. Contact your manager if you want a copy.

As we enter 2022, COVID-19 infection rates are very high and the Omicron variant is spreading rapidly. It is important that we all take steps to reduce the spread of COVID-19 infection in the community to save lives and protect the NHS. At Dingley's Promise we continue to do what we can to stop the spread.

- Regular testing
- Staying cautious in public spaces
- Wearing face coverings, if appropriate
- Getting vaccinated - All eligible residents are encouraged get vaccinated if they have not done so already. Anyone unable to get a jab on these dates can still book their first, second or the third booster dose of the vaccine through the NHS [website](#).

These collective efforts all go a long way in curbing the spread of Covid-19. Keep up to date with all the latest Covid-19 statistics for Berkshire by visiting the [Berkshire Public Health website](#)

The Government continues to be clear on the critical importance of not disrupting the education of children and young people and the Government will prioritise keeping all education and childcare settings open.

Early years settings should continue to offer their usual as it is recognised that these activities provide valuable childcare for working parents and carers and promote the wellbeing of children.

The Government expects all education and childcare settings to continue to provide face-to-face teaching, and staff should continue to attend their place of work if required in order to deliver this. Therapists and wider children's service professionals should continue to be invited into education and childcare settings.

As a result of this updated guidance, all Dingley's Promise Centres remain open.

Please read this guidance carefully to ensure you are fully informed.

**ALL staff and students should continue to lateral flow test every 3 days test in line with our organisational risk assessment and national guidance.**

As always, contact your Manager if you have any queries, as soon as possible, so that we can support you effectively.

Thank you so much for your continued support and commitment. Stay safe and remain positive.

Best regards



Catherine McLeod MBE

Chief Executive

3 January 2022

### Centre based staff

- All staff must undertake twice weekly Lateral Flow Testing. Test kits are provided your Centre Manager (or pharmacy). You must inform your Manager of the result and report to NHS Test and Trace.
- All staff to ensure good hygiene including hand washing.
- If you have symptoms (cough, high temperature, loss of taste and smell) or have been identified as a close contact via Test and Trace (telephone 119), go online [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#) to book a PCR test and advise your Manager.
- Stay at home whilst you await the PCR result.
- For double or triple vaccinated staff:
  - **If the test is negative**, come back to work.
  - **If the test is positive**, since Wednesday 22 December, the self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.
  - Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart.

### Unvaccinated staff (update 22 Dec 21)

- There is no change to the guidance for unvaccinated contacts of positive COVID-19 cases, who are still required to self-isolate for 10 full days after their date of exposure to the virus.
- Unvaccinated household or close contacts should take a PCR test on day two and day eight, even if they have no symptoms. You must complete the 10-day isolation period, even if these tests are negative.
- During this time, staff will receive Statutory Sick Pay (SSP) will be paid in line with our HR Sickness policy.

**PLEASE NOTE** - Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information is available in the stay at home: [stay at home: guidance for households with possible or confirmed COVID-19 infection](#).

### Non-Centre based staff

- Office workers who can work from home should do so from Monday 13 December.
- All non-centre based staff are advised to take a lateral flow device (LFD) test before entering the setting or attending a meeting with colleagues.
- Visitors must be issued with and adhere to the [Covid 19 Visitor Guidance Jan 2022](#)

## Isolation

All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will continue to be required to self-isolate and asked to book a PCR test.

The Government plans to introduce Daily Contact Testing as soon as possible as an alternative to self-isolation for contacts of positive Omicron cases who are fully vaccinated or under the age of 18 years and 6 months.

## If a Dingley's Promise colleague tests positive

[NHS Test and Trace in the workplace - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

- Managers will call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.
- Employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate where required.
- In the event of an outbreak in the workplace, employers should follow their established outbreak processes and seek advice from their local health protection team as appropriate.

## Household contact

If a member of your household tests positive for COVID-19, you are required to:

1. Inform your Manager.
2. Staff who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.
3. Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing.
4. If a staff member lives in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible.
5. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the [stay at home: guidance for households with possible or confirmed COVID-19 infection](#).

6. If the staff member needs to care for a member their household who has tested positive, your Manager may be able to provide some work from home. If this is not possible, this will be classed as unpaid carers leave in line with our Parental Leave policy.

7.

#### **Children attending Dingley's Promise Centres**

- All parents will be given the Family Guidance Jan 22 which includes information to not send children in if showing any of the sign/symptoms
- If a child's symptoms occur during session, parents will be contacted to collect child immediately. If a child has a PCR test with a negative result, they can immediately come back to the setting.
- If a child or member of their household tests positive for COVID-19, inform the Manager.
- For children under 5, LFD testing at parental or guardian discretion.
- Since Wednesday 22 December, the 10-day self-isolation period for people (including children) who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.
- Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart.
- If both these test results are negative, and the child does not have a high temperature, the child may end their self-isolation after the second negative test result and return to the Centre from day 8.

**PLEASE NOTE** - As a registered childcare setting, we may be advised by the Department for Education or NHS Test and Trace to close the Centre or may have to reduce the number of sessions due to staff shortages.

We aim to minimise this but appreciate your continued understanding that some circumstances may be beyond our control.