

Policy & Procedures

Coronavirus (COVID-19) Policy and Procedure

Signed on behalf of Miss Daisy's Nursery
Eva Quillot

NB: New guidance and information is being released regularly by PHE, the Government and NHS. It is important to note that the below information is correct at the time of writing, but SLT and staff must keep up to date with guidance daily.

The safety of the children, staff and parents who attend our nursery is paramount. We will take our guidance from the Government regarding best practice in an effort to protect from and reduce the risk of the spread of infection of the Corona virus. It is important to recognise that we can currently reduce the risk of infection, but not totally eliminate the risk. This policy and the procedures are liable to change at short notice. This policy forms part of our safeguarding policy.

The children's safety and well-being are our main priority as a staff team and all appropriate measures will be taken to support this.

This Policy outlines Miss Daisy's Nursery response in relation to the Coronavirus Pandemic 2020. It follows to the best of our ability guidelines set out by the UK Government and the Department of Education.

- These procedures and measures will be subject to change due to updated advice and guidance from the government and relevant medical and educational authorities.
- The setting will remain open unless directed to close by the Government, PHE or Local Authority.
- If closed due to lockdown measures the setting will remain open to support the children of critical workers (as defined by the government) and vulnerable children. If the setting is unable to open for these children, they will be directed to alternative provision.

Source : <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>

What is Covid-19 / Coronavirus?

The World Health Organisation gives the following overview:

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practise respiratory etiquette (for example, by coughing into a flexed elbow).

www.who.int/health-topics/coronavirus

Check the NHS website if you think you, a member of staff or a child may have symptoms or view the information at the end of this document: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/>

How to stop infection spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus.

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Don't

- do not touch your eyes, nose or mouth if your hands are not clean

Communication

We will communicate changes to policy and procedure to all of our staff, families and users of the nursery as quickly as possible. Communication will be electronic in all cases to ensure that there is consistency in the communication.

All communication will come via the manager of the nursery and all questions must be directed to the manager and not to any other staff member.

Opening and closing

Any instructions from the government or PHE of closing/opening the nursery will be followed.

A full risk assessment of the building and operations specific to the coronavirus will be made prior to opening. Risk assessments will be continually reviewed.

The nursery and all washable equipment will be given a deep clean. There will be extra hand gel sanitiser units added to areas of the nursery to make them more accessible to staff. The recommended personal protection equipment will be in place, for example, gloves and aprons for intimate care changes of the children.

As much of the soft furnishings as possible will be removed from the nursery and stored off site, along with complex items of equipment that would be difficult and very time consuming to keep clean on a daily basis.

Travel to the Nursery

Where possible we ask staff and parents to either drive, walk or cycle to the nursery as per government guidance. If travelling by public transport, adults must wear a face covering and follow the necessary government guidance on using public transport.

Drop off and collection

The drop off and collection will be similar to those witnessed outside many pharmacies and doctor surgeries across the UK.

1. The social distancing 2m will be kept between parents when dropping off and collecting their child. Only one parent will be allowed to drop their child off. Parents will be asked to wait in line.
2. Children will wash their hands when entering and before leaving the premises.
3. Before children enter the nursery, they will be greeted by a staff member. They will take their temperature with a temperature gun if the parents haven't already done so at home or if they feel the need to do so. This will be recorded on the register. If their temperature is of an acceptable level (36.5 to 37.5) and appears well, they will be allowed to enter the building. We ask that parents follow the usual sickness policy and do not bring the children to the nursery if they are not well enough to take part in all activities or they are infectious. If in doubt, please contact the nursery manager.

4. Parents will **not be** allowed to enter the classrooms; their child will be escorted to their key person who will settle them into the nursery. A communication will be sent to them via email to reassure them that their child has settled well into the nursery that day.
5. Collection, parents will be asked to respect the social distancing and give other families space. When they arrive at the nursery, the child will be brought to them by their key teacher.
6. All communication will be via an email or over the telephone.
7. We shall continually review this procedure to ensure that firstly it minimises risk of infection and secondly it causes the least disruption to our children, parents, and staff.

Holidays and Travel

Parents and carers must notify the school when they plan to leave the country or visit higher risk areas in the UK. Parents are advised to check the Government Travel List (Green, Amber and Red) and to adhere to appropriate quarantine measures and testing applied to each county.

Staff

Any staff experiencing symptoms must isolate for 10 days. Staff living with someone who is experiencing symptoms will need to self-isolate for 10 days.

1. Staff will wash their hands upon arrival and follow the usual best practice washing their hands before and after intimate care procedures and mealtimes. Staff must also wash their hands in accordance with the Nursery Coronavirus Cleaning and Hygiene procedures
2. Face coverings - The Department of Education have clarified the guidance on wearing of face coverings where social distancing between staff in communal areas is not possible.
3. Other Personal Protective Equipment will be available as per usual for any intimate care and mealtimes. Staff will be provided with PPE for use in the setting (if a child becomes unwell) and for those who commute (if they need it). Masks will be worn in general teaching wherever a staff member feels social distancing cannot be carried out. Masks, gloves and aprons will be worn for supporting all children in their self-care and at snack and lunchtimes
4. Toilet areas are cleaned at multiple points throughout the day.
5. Staff will clean surfaces such as taps, and door handles with an antibacterial spray at least 4 x times a day.
6. Where possible staff will carry out social distancing measures. (Never at the risk of a child's well-being)

Testing

If a staff member is unwell, we want them to stay at home and recover. However, we also want to be able to have the information if a member of staff has the coronavirus or not. We will ask all staff with symptoms to book in for a test via the Government website <https://www.gov.uk/apply-coronavirus-test> and ask for the result to be shared with us as soon as they have the information.

There are now two types of tests available, one for those displaying symptoms and one for those who are Asymptomatic (A person who has Covid-19 but displays no symptoms)

- Lateral Flow Device test (LFD)
- Polymerase Chain Reaction test (PCR)

The LFD tests are used for people who do not have symptoms. Lateral Flow Antigen testing involves processing a nose swab sample with an LFD. The LFD detects a COVID-19 antigen, that is produced when a person is infected with COVID-19. If a member of staff has a positive lateral flow test, they will be sent home and asked to book a confirmatory PCR test. If the PCR test comes back negative, the member of staff will be allowed to return to work. This is in line with the Government guidelines update on 01.01.21

<https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/12/NHS-Test-and-Trace-HEE-PC-staff-testing-LFD.pdf>

PCR tests are for those who are showing symptoms. PCR tests are carried out for the public at locations across the city, which work in a different way, as the swab kits go to the lab, rather than be tested on site.

All staff will receive two LFD test each week to attempt to reduce the spread of the virus. Any member of staff with a positive result will be sent home to take a PCR test as per the guidance. If the person is asymptomatic and then symptoms arise during the 10-day isolation, the staff member must restart their 10-day isolation period based on when the symptoms occur.

Vaccinations

As of 08/01/2021 three Covid-19 vaccines have been approved by the Medicines and Healthcare products Regulatory Agency (MHRA).

- Moderna
- Pfizer
- Oxford AstraZeneca
- Johnson and Johnson

Social distancing in the nursery

The government acknowledges that social distancing in an early years setting is difficult, the measures within this policy are intended to minimise risk of infection or spread of infection. The nursery will carry out its own risk assessment.

Although guidance no longer requires children in early years settings to be in bubble groups, Miss Daisy's Nursery Brook Green is operating in 3 bubble groups. These two bubble groups will not interact throughout the day where possible.

1. Staff must pay particular attention to handwashing before and after supporting children who need help with nappy changing, toileting or eating, as well as avoiding touching their own face whilst at work. **See Cleaning and Hygiene Policy**
2. Staff should use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs, and stories. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children (these ideas will be shared via the Tapestry App, emails, phone calls and newsletters)
3. Staff must prevent the sharing of food, drink, utensils, equipment, and toys. Equipment, toys, and surfaces must be cleaned and disinfected more frequently.
4. Parents must follow the nursery drop off and collection procedures
5. Staff will be given a key group of children who will stay working with them for the entire shift. Prior to the nursery opening the manager will separate the setting into areas for children to play. The group of children a member of staff is given will never exceed the regulatory ratios *2-3yrs children 1 to 4 ratio, 3-5yrs children 1 to 8 ratio.*
6. Extra space should be given at lunch time when possible and children to eat side by side rather than face to face. They will be sat further apart from each other. Snack time will be limited to 6 children at a time who will sit further apart.
7. Staff will be given staggered lunch breaks (encouraged to be taken outside if weather appropriate) and whilst in work time should only engage with their own team members
8. The garden area should be used by all children as much as possible, but still remain separate from the other classes.
9. As much ventilation as possible should be given to all rooms during the opening hours of the nursery.

What will children do?

1. It is impossible to ask very young children to carry out social distancing measures, but they will be supported to stay as safe at the setting as possible.
2. Where possible children's bags containing spare clothes etc. should be waterproof and easy to wipe down
3. Children will thoroughly wash hands on arrival at Nursery before playing or touching any toys.
4. Children will wash hands regularly throughout the day, especially before eating.
5. If a child becomes unwell with suspected Coronavirus, they will be isolated in the school office with a familiar adult until they can be collected. This room will then be professionally cleaned before further use.
6. Large group times will not occur, instead children will join in smaller groups. These will take place in larger spaces and outdoors as much as possible and children will stay with the same adult in their 'bubble'.
7. Regular sessions with a focus on hygiene, handwashing and spread of germs will take place to support children's understanding. Songs games and stories will be used to support this.
8. Children will not share any food or drink and will only drink from their named cup during the day

What we will do as a Nursery to ensure the safety of the children, staff and families:

1. All toys will be frequently cleaned using an antibacterial spray. (Sharing of toys will be limited wherever possible).
2. As far as possible soft furnishings and toys will not be used in the setting
3. Specialist staff will continue to visit the nursery unless the government guidelines state otherwise. Specialist teachers must cover their face with a visor or mask, wash their hands upon arrival and adhere to social distancing rules.
4. Paediatric First Aid requirements will be met at all times
5. Cleaning staff will be entering the nursery at the end of the school day to ensure thorough cleaning takes place each day.

What Parents will do:

1. Parents will not bring children to the setting if they or someone in their household is unwell or experiencing symptoms of Coronavirus.
2. Children and families will access testing if they have suspected symptoms and will follow procedures accordingly if diagnosed with COVID 19.
3. Parents will inform setting immediately of any confirmed cases of Coronavirus
4. Parents will not come into the setting building without prior arrangement
5. Only one adult will drop off children
6. If possible, children will only use waterproof, wipeable bags to bring items into the setting
7. Parents will avoid public transport as far as possible and children will walk/cycle/scoot to setting
8. Ensure all children's belongings are clearly labelled with their names and that all children have sufficient spare clothing

9. Children should not bring in any external items from home (e.g., Toys)

If a child becomes unwell with symptoms of Corona Virus (Covid 19) whilst at the nursery.

If anyone becomes unwell with a new continuous cough or a high temperature (in excess of 37.5 degrees) in an education setting they must be sent home and advised to follow the stay-at-home guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. The adult with them will be required to wear a disposable face covering, gloves and an apron. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Upon collection the child's parents will be asked to keep the child at home to self-isolate for 10 days, it is also recommended that they take a PCR test. We do not accept LFD negative results, as per the government guidance.

<https://www.gov.uk/apply-coronavirus-test>

If a staff member becomes unwell whilst at the nursery

If a staff member becomes unwell with a new, continuous cough or a high temperature (in excess of 37.5 degrees) (in excess in an education setting they must be sent home and advised to follow the stay-at-home guidance. They should be advised to get a test.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

What Happens if there is a confirmed case of Coronavirus in the Setting?

Contact Public Health England for guidance or complete a report with Department for Education.

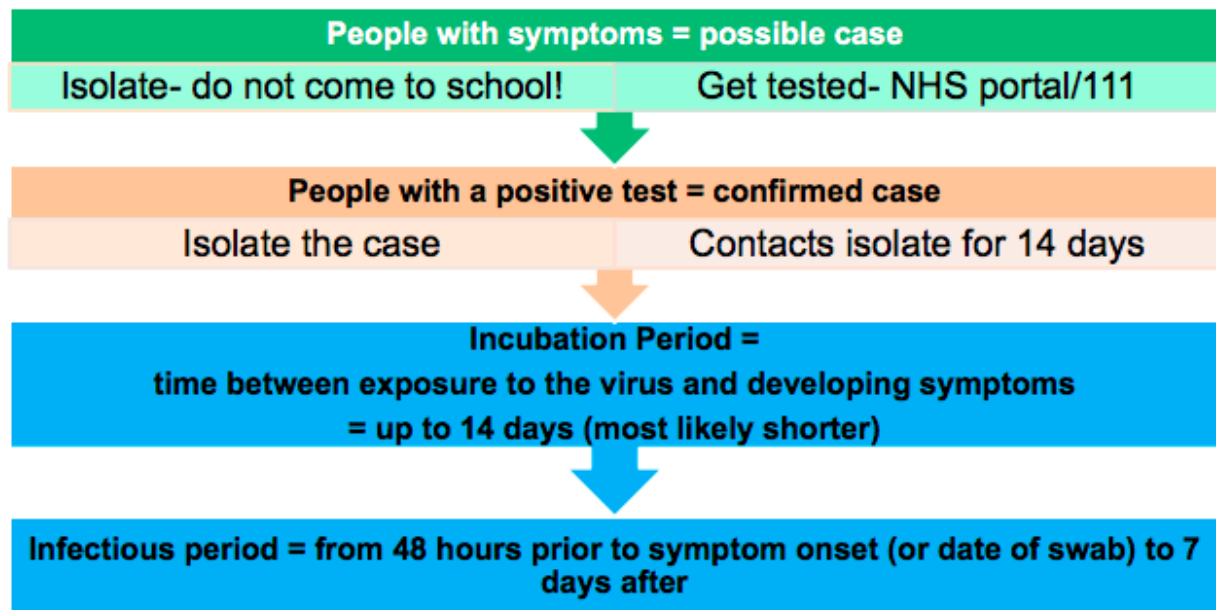
Firstly, the nursery manager and their team will be implementing measures to ensure that the risk of contracting the virus or stopping the spread of the virus spreading is minimised. This will be achieved by following guidance within this policy and updating with Government guidance and ensuring that the robust procedures and risk assessments remain in place at **all** times.

- We will reduce contact with all users and suppliers of the nursery and in most cases “zero” face to face contact
- Advise staff and parents on safest forms of travel to the nursery to reduce the risk bringing the virus into the nursery.
- Carry out **ROBUST** health and safety risk assessments that are COVID 19 specific and also bespoke for this nursery and not a generic risk assessment
- Children will be grouped in their nursery “bubble” within this bubble children will only have contact with other children in their specific bubble. They will be supported by the same member/members of staff (the same lunch cover support for the bubble group)
- In addition to the enhanced cleaning and hygiene procedures the nursery employs a daily cleaner. The role of the cleaner is to continually monitor the cleanliness of the areas within the nursery, thus allowing the nursery team to focus on the care and wellbeing of the children.

If there is a confirmed case of Covid-19 in the setting the nursery will contact PHE HPT who will guide the setting through the process and next steps. If this results in partial or full closure of the school Ofsted should be informed through the usual channels.

We will report any positive case to Ofsted via its portal on their website where Early Years settings can report Covid- 19 cases immediately.

Principles



RIDDOR reporting of COVID-19

You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

1. an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
2. a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
3. a worker dies as a result of occupational exposure to coronavirus.
4. Go to <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm> for how to report a case to RIDDOR online.

Visitors to the nursery

During this time of uncertainty, we shall not allow any visitors into the building during our working hours (a visitor is classed as someone who does not work directly for Miss Daisy's Nursery Group)

Settling in Visits

These are unprecedented times and therefore temporary changes will need to be made to the settle. **See Coronavirus Settling in Policy**

Suppliers will be instructed to leave their delivery outside of the building and a member of the staff team will bring in the item into the buildings.

New or interested parents for all new parents and enquiries will have the opportunity for a visit when the children are not present (8:15am or 3:30pm). They must complete a health declaration form before arriving at the setting and must remain 2 meters apart from the person conducting the tour at all times. Alternatively, they can book in a telephone appointment. They must sign in (with details for 'track and trace') and use the anti-bacterial hand gel on arrival. The following guidance is being communicated to prospective parents and showround visitors before they come into the school:

- Private tours/visits will take place before current children are present
- All visitors are required to digitally complete the attached Visitor's Questionnaire before your appointment and submit it before you visit the nursery. Please note that we only accept the completed questionnaire's on the day of or day before your visit.
- No children are allowed to join prospective parents during their private tour of the nursery. Should you have to bring your child/ren with you to your tour, they will have to be carried throughout the duration of your visit (approximately 15 minutes).
- A maximum of two family members per private tour
- Social distancing of 2 meters must be adhered to during your visit
- Face masks must be worn, unless exempt
- Private tours that will last no longer than 15 minutes
- Visitors will be required to sign into a visitor's book upon arrival to the school
- Hand sanitiser will be available, for persons upon arrival and departure
- The setting will be made accessible for all parties, avoid touching surfaces, equipment and objects within the nursery setting where necessary

Ofsted and Local Authority Local authority advisors must notify us in advance if they are to visit the building and the reasons why. This information should then be shared with Urvashi who will then make a decision as to whether or not will allow them into the nursery. If they turn up unannounced, please contact Urvashi immediately for advice. **Ofsted** it is illegal for us to prevent an Ofsted inspector from carrying out their duty however we can still ask them to comply with our regulations. They must agree in principle to providing us with their last 10 days of contacts if an infection appears in the setting up to 10 days after their visit. Whilst on site they must wear the gloves, plastic apron and facial covering we provide. If they do not agree to this do not allow into the building and ask for their manager direct contact, pass this information onto Urvashi who will then have a conversation with them and guide you on what to do next.

We recommend all mobile phones are turned off or for members of staff to deactivate Track and Trace app during work hours. Staff are advised to keep their mobile phones with their own belongings during the day and during lunch breaks. Phones must **not** be in the classroom.

Lesson plans

Whilst this policy is in place there will not be the freedom to move spontaneously around the nursery, therefore staff should carefully plan their day for the children in their group and what activities they wish to provide for them.

Risk Assessment

A full risk assessment will be carried out by the manager and members of the senior team prior to opening. Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced. The staff must adhere to these measures outlined in this risk assessment and report any breaches or concerns immediately to their manager.

Cleaning and Hygiene Policy and Procedure

The nursery will have its own cleaning and hygiene procedure that must be adhered to at all times. Within this policy staff must, without fail complete the required documentation to ensure that they are keeping themselves, their colleagues, and children free from risk and harm.

Zero Tolerance

To ensure that children, staff, parents, and our wider community are protected the nursery policies regarding Coronavirus must be followed. Any staff member that does not follow these procedures either through choice or poor practice will face disciplinary action that may lead to dismissal. In addition to this any parent who does not adhere to these procedures will be contacted and may lose their place with immediate effect.

PPE provision in schools during Covid-19 isolation phase activity

Category	Activity	Examples	Gloves	Apron	Face Mask	Fluid-resistant Surgical Face Mask	Eye/face protection	Filtering face piece class 3 (FFP3) respirator
Mainstream schools	Direct, hands-on personal care of children	<ul style="list-style-type: none"> A teacher or Teaching Assistant taking a child to the toilet, Cleaning up vomit, faeces or urine following a child's incontinence Delivering first aid to an injured child after a fall in the playground 					if risk assessed (note 6)	x
	Direct hands-on supervision of children, where social distancing (2 metres and handwashing) cannot be achieved	<ul style="list-style-type: none"> 1-1 work with children (reading, help with writing and drawing) 					x	x
	General supervision	<ul style="list-style-type: none"> A teacher at the front of the class 					x	x

	<p>n of children where social distancing (2 metres and handwashing) can be maintained</p>	<ul style="list-style-type: none"> Supervision of children at play or break time Administrative functions with not close contact with children 						
<p>Special schools / Alternative Provision and other similar settings</p>	<p>Direct hands-on personal care of children</p>	<p>As above, plus -</p> <ul style="list-style-type: none"> Close personal care to support children's medical conditions, such as support with feeding tubes and tracheostomies. 					<p>if risk assessed (note 6)</p>	<p>x</p>
	<p>Direct hands-on supervision of children, where social distancing (2 metres and handwashing) cannot be achieved</p>	<p>As above, plus -</p> <ul style="list-style-type: none"> Providing general physical, mobility and educational support for children with special needs 					<p>x</p>	<p>x</p>

	<p>General supervision of children where social distancing (2 metres and handwashing) can be maintained</p>	<p>As above</p>				<p>x</p>	<p>x</p>	<p>x</p>
	<p>Supervision of children in settings where there might be challenging behaviour</p>	<ul style="list-style-type: none"> • Dealing with conflict and physical interventions, • Close supervision and mentoring following challenging behaviour 			<p>x</p>	<p>□</p>	<p>□ if risk assessed (note 6)</p>	<p>x</p>

Please note:

1. Any person, staff or pupil, showing any symptoms of Coronavirus, or with household members showing symptoms, should stay at home.
2. Children with physical conditions putting them at highest risk from Coronavirus should be shielding and not be attending school, and children with household members that fall into this group should also stay at home. Shielding is a measure to protect people who are clinically extremely vulnerable by minimising all interaction between them and others.

3. PPE is for the protection of the wearer and should only be used as a last resort. By far the most effective methods to avoid catching Coronavirus is social distancing (keeping minimum 2 metres distance, and thorough and regular hand washing). This is particularly important in managing spread by contact points, such as something that others will have touched, such as toys, equipment, pens, door handles etc. You should also avoid touching your own face before handwashing. **If you believe that PPE is required for an activity not in this guidance, based on your risk assessment, please share this with Health & Safety Officer (details below) for review.**
4. PHE guidance does not recommend any need for PPE for essential staff coming into work locations but not interacting with public/residents.
5. This advice is for PPE specifically to protect against Coronavirus. Activities might require PPE to protect against other risks, and this PPE must also be used. Eye/face protection is only required where splashing might occur. If you are in doubt about the need for PPE, talk to your manager.
6. PPE should not be re-used, however, should supplies of PPE run low, please be aware that some items of PPE can be reused in line with the [government's guidance](#) if absolutely necessary.
7. PPE to be obtained through each school's usual supply routes.

Putting on and Removing PPE

It is also important that any PPE equipment is put on and removed safely so that staff do not contaminate themselves. There is a specific order in which this should be done detailed below:

Putting on (donning)	Removal (doffing)
1. Apron	1. Gloves
2. Fluid resistant mask	2. Apron
3. Eye/face protection (only to be worn if there's a risk of splashing)	3. Eye/face protection (only to be worn if there's a risk of splashing)
4. Gloves	4. Fluid resistant mask

A [Public Health England COVID-19: Removal and disposal of Personal Protective Equipment \(PPE\) video](#) is also available.

For staff who have facial hair and may need to wear a fluid resistant surgical mask when visiting an individual, you do not need to be concerned about your facial hair and no removal is needed.

Other useful information from PHE:

Pregnant members of staff

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-pandemic>

Extremely clinically vulnerable

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Clinically vulnerable

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Vaccination

<https://www.gov.uk/government/publications/covid-19-vaccination-care-home-and-healthcare-settings-posters/covid-19-vaccination-first-phase-priority-groups>

Red, amber and green list travel rules

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

Coronavirus staff LFD testing

https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/12/NHS-Test-and-Trace_HEE_PC-staff-testing-LFD.pdf