

## **Covid 19 Outbreak Management plan**

To help combat the spread of Covid 19 the setting already ensures good hygiene for everyone, appropriate cleaning regimes, ventilation in occupied spaces and follows public health advice on testing, self – isolation and management of confirmed cases of Covid-19. In the event of an outbreak at the setting the following measures will be put in place for a limited time to break the chains of transmission and is based on the contingency framework for managing local outbreaks of Covid-19 provided by the DfE.

### **Notification and Activation of the Outbreak Management Plan**

According to the Contingency Framework guidance, if the number of positive cases increase, it could indicate transmission is happening in the setting. The thresholds, detailed below, will be used by the setting as an indication for when to seek public health advice if we are concerned there may be an outbreak happening:

#### **10% of children, or staff who are likely to have mixed closely test positive for Covid-19 with a 10- day period.**

If this situation occurs, this Outbreak Management Plan will be activated. Management will contact CWAC health protection team and put in place and further recommendations given.

### **Immediate response**

Management will contact all families from the setting. Staff will be informed the Outbreak management plan will be activated.

#### **As of immediate effect the following will be put in place:**

Face coverings to be worn by staff in the setting.

One adult only to collect/drop off . Face coverings to be worn.

Parents to keep 2m between them and other adults in the settings grounds.

No congregating with other families outside the setting.

All contact with staff to be via email or phone only.

Cleaning regimes, ventilation, and good hygiene practices to be reviewed by staff and increased if deemed possible.

Good hygiene practices to be reinforced with the children.

Parents and staff to be reminded to look out for the 3 symptoms of Covid-19. Anyone displaying any of these must not come into the setting and take a PCR test.

If we were advised to limit:	Action:
Taster sessions	Communicate with family. Offer outdoor session. Limited indoor session, with face covering. Postpone.
Stay and play sessions	Management will communicate with families. Offer outdoor session. Limit the number of parents per session. Limited time indoors with the wearing of a face covering. Postponed.
Performances	Management will communicate with families. Move performance to outside if possible. Distance families 2m apart. Limit number of adults for each child. Record performance and send out. Performance via zoom. Cancel.
Attendance	<p>Management will inform families of limited attendance as soon as the instruction is given.</p> <p>Ensure families are aware that in the event of attendance restrictions places will only be available for vulnerable children and children of critical workers. Information will be sent through emails or the learning journal.</p> <p>Inform Ofsted and CWAC local protection team of restricted attendance instruction.</p> <p>Children who can not attend the setting will have activity ideas and sites will be sent through our Facebook page and emails by management and keyworkers.</p> <p>Families will receive a weekly phone call from management or keyworker when possible (more if needed) to check on how the child is doing, if any support is needed for the family or child whilst learning from home.</p> <p>Management to consider financial implications</p>
Trips	On restricted attendance instruction any trip will be postponed by management.
Visitors	Management will contact any external visitors or contractors who were due to visit the setting to either cancel, postpone, or arrange the visit outside of operational hours, unless it is to respond to an emergency.

Potential scenarios:	Action:
Bubbles to be reintroduced	<p>Management to inform families.</p> <p>Vulnerable children and critical children to take priority, followed by 3–4-year-olds then 2-year-olds.</p> <p>Two bubbles to be created. Each group will be offered set days and sessions they can attend. Management to organise.</p> <p>Staff to be split into staff bubbles by management.</p> <p>Resources to be restricted. Any that can't be cleaned easily to be put away.</p>
Closure due to instruction or staff shortage	<p>Management to consider financial implications.</p> <p>Management to inform families.</p> <p>Management to instruct Ofsted and CWAC local health protection team in the event of a closure.</p> <p>Liaise with CWAC to find suitable alternative arrangements.</p> <p>Children will have activity ideas and sites will be sent through our Facebook page and emails by management and keyworkers.</p> <p>Families will receive a weekly phone call from management or keyworker when possible (more if needed) to check on how the child is doing, if any support is needed for the family or child whilst learning from home</p>

<p>Identification of groups that have mixed closely</p>	<p>This would mean any staff or children taking part in the same activity session together.</p> <p>In normal operation of the setting this would include everyone.</p> <p>If in bubbles it would affect the bubble increased cases were reported in.</p> <p>Management to identify the group to CWAC local health protection team.</p>
<p>Vulnerable children's absences</p>	<p>Management to follow up with parent and explore reason for absence and discuss concerns.</p> <p>Management to encourage child's attendance.</p> <p>Management to check the child can access learning links while at home and have the support they need.</p> <p>Management to liaise with CWAC to find/provide alternative arrangements if the setting closes.</p> <p>Management to keep in touch with family and any other professionals working with the family.</p>
<p>Safeguarding lead to always be present at the setting</p>	<p>Each bubble will have a designated safeguard lead. At present 2 members of staff are L3 trained in safeguarding by January 2022 it will be 5.</p> <p>All staff to ensure regard is given to statutory safeguarding guidance.</p> <p>All staff to ensure safeguarding policies and procedures are followed.</p> <p>All staff to ensure safeguarding duties are carried out whether the child is in the setting or not.</p> <p>Management to connect with parent virtually.</p>

Staff	<p>Management to check on staff's wellbeing. Ability to work.</p> <p>Management to make sure staff are updated and aware of any new procedures to be implemented.</p> <p>All staff to follow control measures.</p> <p>All staff to continue to use Covid risk assessment.</p> <p>All staff to review procedures.</p> <p>Management to explain procedures put in place to reduce risks to staff.</p>
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