**Outbreak Management Plan**

*<This Outbreak Management plan template for childcare settings is a guide only. Please review this template according to the needs and context of your setting>.*

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| **Aim:** | This outbreak management plan will outline how we will operate to help manage a COVID-19 outbreak within our setting or local area. This includes how we will ensure every child receives the quality of care to which they are normally entitled. This plan will outline the roles and responsibilities of those involved in managing an outbreak. | | |
| **Guidelines/related documents:** | * [Contingency framework: education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings) * [Actions for early years and childcare providers during the COVID-19 pandemic](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic) * [NHS Test and Trace in the workplace](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance) | | |
| **Completed by:** | Sticky Fish pre-school | **Date:**  **Version:** | 01.10.2021 |

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| **Minimising infection and prevention** | |
| The main methods of preventing infection are ensuring good hygiene with the setting, maintaining cleaning regimes, keeping the premises well ventilated and following the guidance on testing, self-isolation and managing confirmed cases of COVID-19. Sticky Fish Pre-school has in place a COVID-19 risk assessment detailing these measures to prevent the transmission of COVID-19 within our setting. | |
| **Responding to an outbreak** | |
| **If we reach the below thresholds we may have an outbreak:**  As a setting that operates with 20 or fewer children, pupils, students and staff at any one time:  • 2 children, pupils, students and staff, who are likely to have mixed closely, test  positive for COVID-19 within a 10-day period  In the event of a possible outbreak, we may call the dedicated advice service DfE helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to an outbreak.  They or we shall escalate the issue to our local health protection team (South West Health Protection team) who may advise if any additional actions are required, such as implementing elements of our outbreak management plan detailed below. The type of measures we will implement are dependent upon the level of threshold reached.  Bristol City Council and our local health protection team may recommend measures for individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, Government may issue specific guidelines for us to follow. | |
| **Reporting procedure when an outbreak is suspected/threshold reached:** | |
| Contact information for guidance and support when responding to an outbreak | * DfE helpline on 0800 046 8687 and select option 1 * The South West Health Protection team on 0300 303 8162 or swhpt@phe.gov.uk |
| Bristol City Council (LA) | As a Childcare/education setting we must report a suspected or confirmed case of COVID-19 to the BCC dedicated education email.   * Email:[**education.covid19reporting@bristol.gov.uk**](mailto:education.covid19reporting@bristol.gov.uk) |
| Ofsted | As an Ofsted registered setting we must inform Ofsted of any suspected or confirmed cases.   * Ofsted must be notified of any cases within our setting within 14 days: [**Tell Ofsted if you have a COVID-19 incident at your childcare business**](https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business) |
| Self-Isolation Service Hub | As an employer, if any of our workers test positive we shall call the Self-Isolation Service Hub on 020 3743 6715 as soon as we are made aware that any of our workers have tested positive.  In order to do this, we (the employer) 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.  [**NHS Test and Trace in the workplace**](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance) |
| **Name and role of person reporting a suspected outbreak: Liz Tomlinson Manager** | |
| **Measures to implement in the event of an outbreak** | |
| **Asymptomatic testing** | We will continue to encourage staff to test regularly. Lateral flow kits can be collected from our local pharmacy or ordered online. |
| **Confirmatory polymerase chain reaction (PCR) tests** | Staff (and children where applicable) with a positive rapid lateral flow test result should self-isolate in line with [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). They will also need to [get a free PCR test](https://www.gov.uk/get-coronavirus-test) to check if they have COVID-19.  While awaiting the PCR result, the individual should continue to self-isolate. |
| **Enhanced cleaning** | Our COVID-19 risk assessment sets out the cleaning procedure when a child or adult has tested positive. |
| **Ventilation** | *The majority of the children’s play sessions are held outside. When inside the building, windows will be kept open at all times. This is included in the daily risk assessment list.* |
| **Face coverings** | In the event of an outbreak it may be necessary for face coverings to be worn in communal areas for staff (reasonable exemptions will apply).  We may also implement the requirement for parents and carers to wear face coverings during drop off, pickups and visits to the setting (if visits are permitted). |
| **Implementing groups/bubbles** | In the event of an outbreak it may be necessary to introduce consistent groups/bubbles in order to reduce mixing between groups. |
| **Who can visit the setting** | During an outbreak, we may implement restrictions on who can visit. We may restrict non-essential visitors to the setting. Essential visitors will be asked to follow any measures within our COVID-19 risk assessment as well as wear a face covering (reasonable exemptions will apply).    Parents and carers may need to drop off and collect their child at the door. Show-arounds will take place virtually. |
| **Shielding** | Shielding is currently paused and can only be reintroduced by national government.  Where we have staff that are at high risk of illness from coronavirus (COVID-19) we will discuss with them any additional precautions that can be implemented. |
| **Self-Isolation** | Our local health protection could advise that a large number of children (including staff) need to self-isolate at home.  In order to support Test and Trace we will keep records of close contact that has occurred for 21 days. |
| **Prioritising attendance of children/attendance restrictions** | In the event of an outbreak we may need to prioritise who can attend the setting to stop the spread of the virus. This measure will only be implemented in exceptional circumstances. We will take guidance from our local health protection team when deciding if attendance needs to be prioritised.  As an early years setting priority will be given to vulnerable children and children of critical workers.  The advice outlined above could be subject to change. Further advice will be provided should this be the case.  **Staying in touch with parents or carers whose child is at home**  In the event that we have to implement attendance restrictions we shall keep in contact with children not attending.  Attendance restrictions will be considered as a last resort. |
| **Safeguarding** | |
| **Safeguarding** | Staff/key workers will identify and support any vulnerable children, parents and carers and signpost them to the appropriate local services in Bristol. We will work in partnership with other professionals involved to put in place a risk assessment when a vulnerable child is not able to attend the setting. |
| **Support for children and families** | *We will give support to vulnerable children and families during an outbreak if they are unable to attend the setting due to closure or self isolation. We will do this and by regular phonecalls, and signposting to food banks, The Children’s Centre and other agencies.* |
| **DSL arrangements** | We will take the appropriate steps to ensure that the DSL is contactable for staff, for example by telephone or email. In the event the DSL is self-isolating we will deputise the responsibilities to the deputy designated safeguarding lead to cover the role. |
| **Support for staff and professionals** | * Samaritans (essential/frontline staff support): Talk to us on the phone, whatever you're going through, call us free any time, from any phone, on 116 123.<https://www.samaritans.org/how-we-can-help/contact-samaritan/talk-us-phone/> * Wellbeing support by text for key workers: Text 'SHOUT' to 85258 <https://giveusashout.org/> |
| **Informing parents of outbreak arrangements** | |
| **Arrangements for informing parents and carers of an outbreak at the setting.** | *In the event of an outbreak at Sticky Fish Pre-school, we will inform parents/carers by phone. They will be advised that NHS will give further information about isolation periods, or testing that may need to take place.* |