

## **Covid 19 Outbreak Management Plan**

This plan has been developed to ensure clarity in relation to the responsibilities and actions that will be taken should an outbreak be identified at any footprints@childcare setting.

The overarching objective is to maximise face-to-face education for children attending our settings and to avoid any unnecessary disruption in a way that best manages the Covid-19 risk.

All measures contained in this plan will be kept under review with the aim to be lifted as soon as evidence supports doing so.

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

1. 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:
  - **5 children, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or**
  - **10% of children, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period**

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

2. If this situation occurs, this Outbreak Management Plan will be activated

### **Management and Notification of Confirmed Cases**

1. As with all cases of Covid-19 being identified, footprints@childcare management will promptly report to **Department for Education advice line on 0800 046 8687 and select option 1** for advice on the action to take in response to a possible outbreak.
2. If DfE considers an outbreak to be taking place, they will escalate the notification to the local health protection team and advise on additional action required.
3. footprints@childcare management will follow the advice of Local Authorities, Local Public Health teams and PHE Health Protection Teams who will make further recommendations.
4. footprints@childcare management will seek public health advice if any child, or staff member is admitted to hospital with Covid-19. Hospitalisation could indicate increased severity of illness or of a new variant of concern.
5. If the above thresholds are reached, footprints@childcare management will review and reinforce the testing, hygiene and ventilation measures which are already in place.

### **Engagement with NHS Test and Trace**

1. Close contacts will be identified by NHS Test and Trace. footprints@childcare management will engage with NHS contact trace process by providing appropriate contact and attendance information if requested.
2. NHS Test and Trace will contact any identified close contacts directly with the positive case, not the setting directly in most cases.
3. NHS Test and Trace will provide information about next steps to those close contacts identified

### **If any Staff or Workers Test Positive**

1. footprints@childcare management 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.
2. footprints@childcare management 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.

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

### **Reintroduction of Control Measures**

1. If an outbreak is confirmed, footprints@childcare management will continue to work with health protection teams to identify whether control measures need to be reactivated. These may include:
  - operating in small, consistent groups to minimise mixing and keep transmission rates low
  - Attendance restrictions, although this will only be on advice of PHE and as a last resort. Face-to-face education would remain a priority for vulnerable children and children of critical workers.
  - the re-introduction of face coverings for adults within our operational space, where appropriate.
  - Increased testing.
  - Other measures which could be limited could include: show rounds, transition days, educational visits, face-to-face meetings, educational visitors etc.
  - Remote learning for children who have tested positive for Covid-19 and who are well enough to learn from home, or for children where attendance has been temporarily restricted.
2. If an outbreak is confirmed, footprints@childcare management will prioritise enhanced cleaning protocols and hygiene measures. Any anticipated break in service for deep cleaning will be communicated with all parents and partners if necessary.

## **Safeguarding and Vulnerable Children**

If attendance restrictions are required in the setting, we will remain vigilant and responsive to any safeguarding concerns with the aim of keeping vulnerable children safe. We will:

1. Have in place procedures to maintain contact, and to ensure children are able to access remote education support, as required, and regularly check if they are doing so.
2. Focus the discussions on the welfare of the child.
3. If the effected footprints@childcare setting has to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.

In addition to the above detailed procedures, footprints@hattonhill nursery and will follow the below detailed steps should an outbreak of Covid-19 be identified:

### **Communication to Parents and Partners**

- **First Steps Enterprise company management** will inform Hatton Hill Primary School of the outbreak and communicate the relevant advice and actions as directed by the DFE and NHS Test and Trace.
- **First Steps Enterprise company management** will contact Ofsted via the general enquiries email to inform them of the outbreak and any advice and actions as directed by the DFE and NHS Test and Trace.
- **First Steps Enterprise company management** will inform the Local Authority School Readiness Team to inform them of the outbreak and any advice and actions as directed by the DFE and NHS Test and Trace.
- **footprints@hattonhill nursery management** will telephone all parents and carers to inform them of the outbreak and communicate any relevant advice and actions as advised by the DFE and NHS Test and Trace.
- **footprints@hattonhill nursery management** will contact any external partners, visitors or contractors who were due to visit the setting to either cancel, postpone or arrange the visit to outside of operational hours, unless it is to respond to an emergency.

### **Remote Learning**

- **footprints@hattonhill nursery management** will revert to targeted home learning for any children who are contacted by Test and Trace to remain at home or if the setting is closed or operating on restricted access.

### **Staff Members**

- Continue to participate in regular LFD testing and reporting processes.
- Take up the offer of the vaccination programme.

Completed by: **Sarah Mercer – Company Deputy Manager**

Date: **19.08.21**

### **Key contacts:**

*Useful numbers including local teams:*

*DfE Helpline: 0800 046 8687*

*Local PHE Team: 0344 225 0562*

*LA Public Health Team: [publichealth@sefton.gov.uk](mailto:publichealth@sefton.gov.uk)*