Busy Bodies Child Care Centre Ltd

COVID-19 Outbreak Management Plan

August 2021

In the latest guidance for Step 4, the government states: *‘As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children’s education.’* The guidance goes on to state that, *‘You should have outbreak management plans outlining how you would operate if there was an outbreak in your setting or local area.’*

The revised ‘Actions for Early Years’ guidance is here: [Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

It is also important to note this statement in the Step 4 guidance: *‘Given the detrimental impact that restrictions on education can have on children, any measures in settings should only ever be considered as a last resort, kept to the minimum number of settings or groups possible, and for the shortest amount of time possible.’*

We have planned for 4 steps in managing COVID-19:

1. **Precautions**: how we keep children and staff as safe as reasonably practicable through a robust system of controls, using *Action for Early Years* and common sense as a guide.
2. **Identification**: how to identify if an individual – child, staff member, family member, close contact, etc – is positive for COVID-19.
3. **Reporting requirements**: reporting to Local Authority and Ofsted.
4. **Response**: how we would operate if there was an outbreak in our setting or in the local area.

# 1. Precautions

Current system of controls implemented up to Step 4 that will be continued to minimise the risk of infections and closure:

* Good hygiene including robust hand washing procedures for staff and children.
* Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents including frequently touched areas, surfaces and equipment.
* Good ventilation in the setting – having the door (and windows) open as often as possible or windows open if not possible to have the door open to ensure good air flow.
* Good respiratory hygiene – teach children to catch coughs and sneezes in a tissue (or in crook of elbow if not possible), bin it straight away and wash hands.
* Parents/carers to drop off and collect children from the door. Outdoor hand washing facilities available by the front door.
* Outside parent/staff meetings where possible or in a well-ventilated room if not possible to go outside.
* Children/staff will be sent home immediately if they display any symptoms of coronavirus.
* Staff to be advised to continue to do regular lateral flow tests.
* Government vaccination programme is in place and everyone over the age of 18 are invited to receive vaccinations.
* Hands, face, space guidance to be followed where possible.

# 2. Identification

To identify cases:

* Staff to do Lateral Flow Tests (LFT) to identify asymptomatic people twice a week. This is a voluntary process but staff are encouraged to take part.
* If staff have been in contact with the setting 48 hours previously of a positive test result, they must let James know and normal procedures for a positive case will be followed.
* If a member of staff shows any symptoms they must go home immediately and get PCR tested. Staff must contact NHS Test and Trace. If the member of staff tests positive, they must self-isolate for 10 days, any one that has had contact with this person must self-isolate for 10 days, this includes all members of their household. PHE is recommending that close contacts of PCR positive confirmed cases are offered a PCR test through NHS Test and Trace to improve case finding and reduce the risk of further transmission. Julie to inform Ofsted of any positive case. No action needs to be taken until the test is confirmed as positive.
* From 16.8.21 adults who have received both vaccinations and have had contact with a person with a positive case do not need to self-isolate.
* From 16.08.21 children under the age of 18 are no longer required to self-isolate if they are contacted by NHS Test and Trace, they will be advised to take PCR test
* If a child is displaying Covid-19 signs at nursery, staff should call parents to collect child, they will immediately put on PPE and bring child to a well-ventilated room or outside where no one else is, and care for them until child is collected. If the child deteriorates or in an emergency 999 will be called. The parents need to arrange for a PCR test, if this is negative then the child can return when they are well enough. If it is positive then the same guidance will be followed as with a member of staff. After the child has been collected the room will be cleaned with antibacterial spray, all PPE equipment and any cloths used for cleaning or tissues must be put in a plastic rubbish bag and tied. Parents to contact NHS Test and Trace.
* Anyone going abroad to follow government guidance for that Country about isolation periods, testing, red, amber, green list rules for entering England which may result in quarantine/isolation etc <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

# 3.Report

If we are required to close by NHS Test and Trace, Ofsted and Local Authority must be contacted. Ofsted and Local Authority must be contacted if there is a confirmed case of COVID-19 at the setting.

Ofsted notification form: [Tell Ofsted if you have a COVID-19 incident at your childcare business - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business)

**Local Authority details: Shropshire Public Health Team Health Protection –**

Tel: 01743 251234 (9am-5pm, 7 days a week) Email: [shropshirepublichealth@shropshire.gov.uk](mailto:shropshirepublichealth@shropshire.gov.uk)

# 4. Response to an outbreak

## Response to an outbreak at the setting

If a setting has come across two or more confirmed cases, or there is a high reported absence which is suspected to be COVID-19 related, the Health Protection Team in Public Health England and Shropshire Council Public Health Team should be notified promptly. Ofsted will also be contacted using the online form.

### How to notify suspected outbreaks:

**Public Health England West Midlands Health Protection Team** Monday – Friday (0900 – 1700) 0344 225 3560 (opt 0, 2) or online at <https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l>

**Out of Hours PHE Contact**: Public Health England first on call via the Contact People 01384 679031 Or online at <https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>

Settings must also notify the Shropshire Council Public Health Team via email [Shropshirepublichealth@shropshire.gov.uk](mailto:Shropshirepublichealth@shropshire.gov.uk) or by telephone 01743 251234 9am-5pm 7 days a week.

However, it is probable that some outbreaks will be identified by either the Health Protection Team in Public Health England or Shropshire Council Public Health Team and the Early Years setting will then be contacted by one of these teams.

The local Health Protection Team will investigate and will advise the setting on any other actions that may be required.

If we are required to close then parents will not be charged during the period we are closed.

We will ensure safeguarding is secure during periods of isolation and closure by, for example, keeping in touch with parents and children through our Facebook page and group, phone calls and messages.

We will offer support to children if they need to isolate or if we are closed including providing ideas for home learning. There is guidance and resources available at [Help children aged 2 to 4 to learn at home: coronavirus (COVID-19) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19)

We will deep clean if advised by Public Health.

## Response to localised outbreaks

We will close if advised by the Local Authority. From Step 4, ‘*close contacts will be identified via NHS Test and trace, and education settings will no longer be expected to undertake contact tracing.’* Parent and visitor contact details will be provided to NHS Test and Trace if requested.

Staff, children and parents/carers will isolate when advised following government guidance. From 16th August 2021, *‘children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.’* They will be advised to take a PCR test instead.

Reintroduce face coverings as required, for example, when collecting children from schools.

Reintroduce bubbles if advised by the Local Authority, for example, only collecting from one school on any given day and cleaning thoroughly between groups. Keep after school and early years children separate.

Follow any other guidance set out by the Local Authority.

Date: August 2021.