

Covid-19 Outbreak Management Plan.



Name of Setting: Little Greys Pre-School

Outbreak Plan Management Version No. 6

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Plan Written By: Sarah Wilkes



Scope of Plan

Outbreak prevention is partly within scope of this plan and is mostly covered by the COVID-19 Risk Assessment and Policy.

Related Resources

National and local guidance

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057141/Contingency_framework_education_and_childcare_settings_February_2022.pdf

Pre-School Documents

Covid-19 Policy

Introduction

This plan outlines how Little Greg's Pre-School will manage single cases and clusters of COVID-19, as well as how we would operate if we are required to reintroduce measures/mitigations to prevent transmission of COVID-19 if there is an outbreak either in the setting or within the local area. This includes how we would ensure every child receives the quantity and quality of education and care to which they are normally entitled.

A local outbreak is defined as two or more linked cases within a 14-day period:

<https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-clusters>

Outbreaks can differ significantly with regard to scale and significance from 2 linked cases in a group of children to multiple cases across the setting to outbreaks linked with new variants of concern. Whilst the measures used to manage outbreaks will be the same, the number of

measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.

Triggers for Local Outbreak Management Plan Response

These local triggers will remain under review, and are defined below:

Setting raises concern about 2+ linked cases

3+ cases within a group in the setting within 10 days

5+ cases across a setting within 10 days

3+ staffing cases, or fewer if impacting on the capacity of the setting to operate

Action will be triggered as soon as the case threshold is reached if before 10 days. If it is established that cases are not linked, then extra mitigations may not be required.

In the case of a local outbreak, we will work with the Local Authority, Public Health and Public Health England Health Protection Teams. Set out below are all the possible measures/mitigations that will be considered in the case of a local outbreak. The actual measures implemented will be determined jointly and based on the specific situation. They will also carefully balance the impact on children’s access to early education and care with the need to minimise transmission.

Any measures will only ever be considered for the shortest time possible, to allow the outbreak to be managed and minimise transmission of COVID-19. In all cases measures / mitigations will only be implemented to prevent larger scale setting closure.

Please see Appendix A for close contact definitions and definition of infectious period

Governance Arrangements

Little Greg’s governance arrangements for responding to COVID-19 outbreaks.

Key Contact Details

Agency/Individual(s)	Contact details
Local Authority	earlyyearsadvisors@warwickshire.gov.uk (between 8am and 5pm Monday to Friday)
Public Health England (PHE) Health Protection Teams (NB PHE will become part of UK Health Security Agency (UKHSA) in October 2021).	wm.2019cov@phe.gov.uk or 0344 225 3560 Option 0 Option 2
Setting Response Lead/Decision maker	Sarah Wilkes – Pre-School Manager Littlegregs3506@welearn365.com 01789 290198 07969616596

Committees/Trusts/Bodies supporting the response	Laura Mercer – Director laura_mercer123@hotmail.com 07720854241
Outbreak response team (internal and for attending external Incident Management Team meetings (IMTs))	Sarah Wilkes – Pre-School Manager Littlegreys3506@welearn365.com 01789 290198 07969616596 Helen Bromley – Deputy Manager Littlegreys3506@welearn365.com 01789290198 07882276419

Key Stakeholders

Key stakeholders include those that attend the facility/setting (routinely or occasionally), those who will need to know what is happening and those that have a role in outbreak management in your setting.

Stakeholders	Role(s) in Outbreak Management
Owner/Proprietor/Registered Provider	Sarah Wilkes - Setting Response Lead
Staff (including employees and volunteers)	Helen Bromley – Outbreak Response Team Teresa Butler – Communications with Parents Laura Mercer – Director Response Support All pre-school staff to have a copy and read covid-19 policy and outbreak plan. Support the pre-school by following the pre-school policies and procedures.
Pupils	All children to gain knowledge on good hygiene with support from pre-school practitioners.
Parents/carers	All parents/carers to have a copy and read covid-19 policy and outbreak plan. Support the pre-school by following the pre-school policies and procedures.
Visitors	All visitor to receive a visitor agreement and sign before attending the pre-school. With a copy of the covid-19 policy.
Contractors and delivery personnel	Teresa Butler – To communicate covid-19 policy and procedures while they are on site.
Where to receive local outbreak advice	Early Years Advisors Warwickshire County Council Public Health

Communications

Communications activities will be coordinated by the setting with support from LA local outbreak control team and regional Health Protection Teams in close liaison with the setting outbreak management coordination team.

Key Stakeholder	What they need to know	Communication media
Owner/Proprietor/Registered Provider	Latest National Guidance Updates Local Community Updates	-Emails from Early Years Advisors -Covid-19 Team meeting with Warwickshire Early Years
Staff (including employees and volunteers)	Pre-School updates relating to covid-19 Promotion of vaccination and good hand hygiene	-Copies of policy, risk assessment and outbreak plan. -All communication shared with parents -Staff Meeting -Posters
Children	How to maintain good hygiene	-Poster and Visual Aids -Activities and Lessons supporting good hygiene.
Parents/carers	Pre-School updates relating to covid-19 Outbreak of covid-19 positive cases Promotion of vaccination and good hand hygiene	-Copies of policy, risk assessment and outbreak plan. -Letter to parents/carers of positive cases. -Posters
Visitors	Pre-school policies and procedures Visitor agreement	-Copies emailed of policy and risk assessment -Completed agreement before attending the setting.
Contractors and delivery personnel	Shared knowledge of policies and procedures	-Verbally shared while at the site.
Local Outbreak Teams (LA and regional Health Protection Teams)	Positive Cases within the setting	-Complete Warwickshire Online report form. -Email -Telephone
GPs/allied health practitioners providing services to people within the setting	Mental Health links for staff and parents	-Leaflets -Posters

Preventing transmission within the setting

Our refreshed risk assessments include how vaccination and good hand hygiene will be promoted among staff and parents, how cleaning regimes and good ventilation will be maintained, and how we will operate from a social distancing perspective.

Information about drop-in clinics across Coventry and Warwickshire and all vaccinations sites that you can book into can found in the links below:

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-drop-in-clinics/>

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-sites/>

Children and staff who are unwell will be advised that they should not attend the setting. Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high temperature, loss/change in taste/smell), irrespective of how mild, will be asked to stay home and not return till they are fully well. At least 48 hours away from the setting.

We are aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea, and vomiting, and will take this into consideration in an outbreak scenario, and when we are seeing a larger number of COVID-19 cases.

We will ensure that we remain informed about the latest travel and quarantine advice, as outlined in the Early Years operational guidance.

Reporting individual cases and those where the trigger thresholds have been met

All positive cases in the setting are reported to Public Health and Warwickshire Early Years if the setting has to fully closed or partially closed.

Response to positive cases

Parents and Staff will be informed of any cases within the setting. In line with national guidance, we recommend that children who are close contacts continue to attend the setting unless they develop symptoms or test positive.

You may wish to access Lateral Flow Testing (LFT) for your child if they don't have any symptoms.

If your child develops any COVID-19 symptoms they should stay at home, avoid contact with others and book a PCR test. Please book a PCR test via the online portal or by ringing 119.

If any of the lateral flow or PCR tests are positive both children and adults are strongly advised to isolate, register an LFT test and follow this guidance

For information regarding access to lateral flow tests see:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms>

Reintroduction of consistent groups

It may become necessary to reintroduce 'consistent groups' for a temporary period, to reduce mixing between groups and stop the spread of Covid-19.

Reintroduction of face coverings

Consideration will be given to whether face coverings should temporarily be worn in communal areas or playrooms by staff and visitors within the setting (unless exempt).

Face coverings will be balanced with the benefits in managing Covid-19 risk. The use of face covering will be kept under review and lifted as soon as the evidence supports doing so.

Reintroduction of testing/Additional PCR testing

Consideration will be given to recommending increased use of home LFT testing by staff, parents, and children as appropriate.

Where these measures are necessary, it will be important to work jointly with the LA and Public Health to identify any support required (e.g., supply of additional tests).

Contact tracing / isolating

Close contacts will receive a letter outlining:

We have identified that your child/staff member may have been in close contact with the affected case (s). In line with national guidance, we recommend that children who are close contacts continue to attend the setting unless they develop symptoms or test positive.

For more information on isolation, please use the link below.

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Other restrictions

We may need to limit access to parents and carers into the setting (other than for drop off and pick up) e.g., open days, open evenings. We may also reintroduce staggered start and finish times if needed, to minimise the number of people on the site at various times of the day.

Clinically Extremely Vulnerable

The situation is now very different to when shielding was first introduced. We understand a lot more about the virus and what makes someone more at risk from severe disease from COVID-19. The risk to children and young people of severe disease from COVID-19 is very low compared to adults, even for those with chronic conditions. All children and young people over 5, including those who have been identified by their medical team as being at higher risk, as eligible for COVID-19 vaccinations. They should attend their educational setting unless advised otherwise by a health care professional or medical team.

Attendance Restrictions

As a last resort, we may need to introduce attendance restrictions. We will provide high-quality remote education experiences for all children who are not able to attend the setting. First priority for onsite attendance will always be given to vulnerable children and children of critical workers.

In out-of-school settings/wraparound childcare where attendance restrictions are in place, vulnerable children and children of critical workers will continue to be allowed to attend. For all other children, face-to-face provision will be provided for a limited set of essential purposes, such

as parents going to or seeking work, attendance at a medical appointment, or to undertake education and training.

Vulnerable children

Where attendance restrictions are needed, we will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children safe.

If we have to temporarily stop onsite provision on public health advice, we will discuss any alternative arrangements necessary for vulnerable children with the local authority. Where vulnerable children and young people are absent or do not take up a place offered to them, we will:

- Follow up with the parent or carer to explore the reason for absence and discuss their concerns, working with the local authority and social worker where applicable.
- encourage the parent to allow the child to attend the setting, particularly where a Social Worker and/or the Virtual School Head agrees that the child attendance would be appropriate
- focus the discussions on the welfare of the child and ensure that the child is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact with the child and family and ensure that the child’s needs are being met

Staffing Capacity

Where staffing capacity is impacting on our ability to open fully, we will follow the principles outlined in the attendance restrictions above.

Appendix A

COVID-19 symptoms and cases - Early Years and Childcare settings March 2022

Document informed by Government guidance:
[Guidance for early years settings](#)
[Parents in COVID-19 and their contacts](#)
[Confiscancy Framework](#)
 Local recommendations in italics



<p>Index case Person who develops symptoms or has positive LFT/PCR test result</p>	<ul style="list-style-type: none"> • If have symptoms: Stay at home, avoid contact with others and arrange COVID-19 PCR test. • PCR tests can be arranged through the online portal via 119. • If have a positive LFT test (no symptoms): no need to confirm LFT with PCR. Stay at home and avoid contact with others • If PCR result is negative: end self-isolation when well and have not had a temperature for 48 hours • If PCR result is positive (on individuals with symptoms) or they have a positive LFT (without symptoms) • Self-isolate for 5 days (minimum) after the day of symptom onset/least (if no symptoms) – which is day 0 • If you get two negative LFTs on days 5 and 6, it's safe for you to resume your usual activities. • However, if you desistate before 10 days, you should avoid contact with vulnerable individuals
<p>Close contacts Including household contacts</p>	<p>If PCR result of index case is positive or they have a positive LFT: it is recommended that you notify close contacts of cases (see definition in bottom right box).</p> <p>Adults and children in mainstream settings</p> <ul style="list-style-type: none"> • Take LFT tests regularly where possible. • Be vigilant for symptoms and avoid contact with vulnerable individuals. <p><i>NB Adults who are contacts of household positive cases should work from home if possible</i></p>
<p>Early Years and Childcare Settings</p>	<p><i>If the individual is in the setting when they become symptomatic, isolate individual and arrange for them to go home (or call 999 if seriously unwell). If possible, should isolate behind a closed door or 2m away from others, with an open window. Clean isolation room (and bathroom if used).</i></p> <p>Advice and support Please contact earlyyears@warwickshire.gov.uk or earlyyears@warwickshire.gov.uk for advice on outbreak management.</p> <ul style="list-style-type: none"> • LA (with UKHSA as appropriate) will complete a risk assessment, provide advice, and determine whether an Incident Management Team meeting is required. <p>Identification of close contacts</p> <ul style="list-style-type: none"> • Settings should identify close contacts so that they can take any precautions necessary. • Settings should send inform close contacts (see letter template)

COVID-19 symptoms: New, continuous cough OR high temperature OR loss/change in sense of taste or smell. Anyone with these symptoms should start self-isolating and arrange a COVID-19 test. Other possible COVID-19 symptoms include: tiredness, shortness of breath, headache, sore throat, muscle aches, blocked/runny nose, diarrhoea and vomiting, cold like symptoms.

LFT: Lateral flow test kits for asymptomatic screening only. LFTs should not be used for individuals with symptoms. From 11th January positive LFT tests do not need to be confirmed by PCR unless an individual needs to claim self-isolation payment.

Close contacts: anyone who has had the following contact with the index individual:

- Face-to-face for any length of time
- Within 1 metre for 1 minute or more.
- Within 1-2 metres for 15 mins or more (either as a one-off contact for over 15 minutes, or shorter contacts added together over one day)
- Travel in a vehicle
- Note – all children in the same class(es)/group may be close contacts, plus any others identified – e.g. break times, lunch times, before and after coming into the setting (including on transport)

Period when to contact trace: Contact trace for the two clear days prior to the day of symptom onset/least (if no symptoms) and isolate for the 5 full days after the day. Example: if symptom onset (and day they were last in setting) was on Wednesday, then trace for Wed, Thurs, and Mon

Cleaning: Please refer to detailed guidance for [cleaning of non-healthcare settings](#) and for both routine cleaning, and cleaning following an infectious person having been in your follow the key points below:

- Use disposable cloths or paper roll and disposable mop heads.
- Use, as in cleaning routine, a combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av. Cl) OR household detergent followed by disinfection (100ppm av. Cl) OR, if an alternative combined detergent/disinfectant is used ensure it is effective against enveloped viruses and meets EN 14476 standards (including any wipes used)
- Any waste from suspected cases and cleaning of areas should be double bagged and stored for 72 hours before disposal as normal.

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