

**COVID-19 OUTBREAK MANAGEMENT PLAN**

This Covid-19 outbreak management plan is supported by the ‘dealing with possible/ positive cases and isolation’ policy, as well as the existing risk assessment. The purpose of a covid-19 outbreak management plan is to summarise how the preschool will:

1. Prevent the spread of coronavirus (COVID-19) e.g. additional cleaning
2. Will respond to a notification of a suspected or confirmed case amongst staff and/or customers e.g. children, as well as outbreaks above the threshold level.

Prevention and Covid-19 secure plans:

St Teath Preschool follows the Systems of Control in line with guidance, including-

* Good hygiene for everyone- regular hand washing for children and staff, sanitiser available, and a ‘catch it, bin it, kill it’ approach. Appropriate PPE is available, including gloves, aprons, and masks. Masks are not worn in the classroom with the children but are requested to be worn by visitors to the setting, and by any staff in close contact with the visitor. Visiting times are kept to a maximum of 1 hour where possible. Drop off and collection of children remains at the outside gate to reduce the amount of people in the building.
* Maintaining enhanced and appropriate cleaning schedules- available in the classrooms and bathrooms. All touch points, surfaces and equipment are disinfected daily, and as required throughout the day.
* Maximised ventilation in occupied spaces- classroom windows and the double doors to the playground shall be open as much as possible and appropriate.
* Following public health advice on testing, self-isolation and managing confirmed cases of coronavirus. Staff continue to be advised to undertake twice weekly lateral flow testing as a precaution for asymptomatic cases.

Identifying and Isolating COVID-19 cases.

Identifying close contacts is now undertaken by NHS Test and Trace. St Teath Preschool will liaise with all relevant agencies in line with statutory responsibilities and guidance. The preschool will notify all parents/carers and staff of any positive case using the provided letter template, as soon as possible.

To avoid an outbreak- due to current high levels of COVID-19 cases in Cornwall- St Teath Preschool has continued to follow the original risk assessment devised during the first pandemic. Parents are further advised in the setting’s policy not to send their child into the setting if a member of the household tests positive and to follow relevant advice on testing. Children may return once a negative PCR test is confirmed, or the 10-day isolation period is over. During this time parents will not be charged.

An outbreak in the preschool- Threshold:

* If one child or staff member tests positive for coronavirus all staff, parents/carers will be notified that we have a positive case and it is up to parents and staff to decide whether they wish to return to work/ send their child into the setting at this time- fees will still apply to paying parents and staff will be unpaid in the event that they choose not to attend in levels below the threshold.
* As a response to any COVID-19 infection the systems of control and updated government guidance shall be adhered to.

***An outbreak is deemed by the Department for Education as***:

 5 or more positive cases linked to the setting within a 10 day period,

or 10% of children, staff and students testing positive within a 10 day period.

We have 30 children currently on our registers and 9 staff members, total= 39 with 10% being 3.9, therefore, **should we have 3 or more positive cases within a 10 day period we shall operate our outbreak plan which may include closing the preschool to deep clean and isolate.**

During the operation of the outbreak management plan the preschool may need to limit sessions/ temporarily close at any time in the event that we do not have the staffing to safely and legally operate e.g. if staff to child ratios cannot be maintained. Parents will be notified of this as soon as reasonably possible but this may be with very short notice.

Responding to a positive case

When an individual develops COVID-19 symptoms, has a positive test, or is required to isolate they should not come into the setting and the household should follow Public Health England’s advice on testing and isolation. If anyone in the setting develops symptoms, they should go home immediately. If a child is awaiting collection staff will wear PPE and cleaning is to commence as outlined in the policy.

Upon notification of a positive case in the setting, St Teath Preschool will:

1. call the DfE covid helpline on: 0800 046 8687 and follow all guidance given.
2. Report to OFSTED using the ‘reporting a serious childcare incident service’ online: <https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business>

 **This must be done within 14 days**.

The setting will need to provide the Ofsted reference number and setting address, as well as information surrounding ***dates*** of when the case was first suspected, confirmed, and if applicable when the setting is closing from and to. They will also provide details of ***who***was there, including the number of staff and children at the time of the suspected case.

The setting will also include details of notification to DfE and the local authority.

1. Report the case to Local Authority
2. Notify staff and parents/ carers of the confirmed case
3. Any staff identified as close contacts are strongly advised to take a PCR test. If the staff members are double jabbed (received both doses of vaccination more than 14 days before the positive case or are aged below 18 years and 6 months) they do not need to isolate whilst awaiting test results. However, unvaccinated staff will need to isolate whilst waiting their results.
4. Staff with negative results can return to the setting as normal but will be advised to undertake daily lateral flow tests for the seven days following.
5. Staff who either develop symptoms or have a positive test should isolate in line with government guidance before returning to the setting- staff to read and sign COVID-19 agreement. If staff are temperature free and test negative on a daily lateral flow test on days 6 and 7 (24 hours apart) they may leave isolation on day 7 and return to work.
6. In the event of 2 positive cases the setting will complete and submit the Education Settings COVID-19 Cluster/Outbreak Report (can be found saved to the computer) to Cornwall Council at: phnotifications@cornwall.gov.uk
7. Should 3 or more cases be identified in the setting further advice from the DfE shall be sought and extra precautions put into action, including mask wearing upon drop off and collection times, keeping children from the Nest room and Busy Bees room separate as much as possible e.g. arranging a staggered drop off and collection. Shared resources that are not easily cleaned may be restricted, such as play dough, role play clothes etc.
8. Should a staff member test positive the self-isolation service Hub should be phoned as soon as possible on 020 3743 6715. If the settings cases amongst staff have reached the threshold level the 8-digit NHS test and trace account ID of the person who tested positive should be given, as well as the names of co-workers identified to be close contacts.

In the event that childcare sessions need to be reduced to stay open in response to the threshold being met, or that there are not sufficient staffing levels to operate due to staff positive cases or isolation, parents will be contacted via Class Dojo, telephone or email as soon as possible. Priority for limited spaces will be given to:

1. Children whose parents are key workers
2. Vulnerable children including those with special educational needs
3. Children in the Transition to school group

The preschool will endeavour to remain open for as many children and for as many children as is possible. Full closure of the setting will only happen if necessary, for example for deep cleaning after an outbreak, or where legal staffing ratios cannot be met. In the event of full closure, the preschool will be contactable via Class Dojo and Tapestry, where activities from the planning, suggestions and tips will be given in order to minimise the disruption to children’s education.