

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 Saplings Nursery / Stortford KidsOut Birchanger in the Uttlesford District and Stortford KidsOut Summercroft in East Herts.

Notification and Activation of the Outbreak Control Plan

- 1) According to the 'Contingency Framework: education and childcare settings August 2021' guidance, if we identify *5 children, staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period this may constitute an outbreak or 10% of the group size, whichever of these thresholds is reached first*
- 2) If this situation occurs, this Outbreak Control Plan will be activated

Management and Notification of Confirmed Cases

- 3) As with all cases of Covid-19 being identified, we will report to Department for Education advice line for advice on the action to take in response to the positive cases.
- 4) We may be advised to escalate the notification to the local health protection team for any additional action required.
- 5) We will consider the advice of the relevant authorities who may provide further relevant recommendations

Engagement with NHS Test and Trace

- 1) Close contacts will be identified by NHS Test and Trace. We will provide appropriate attendance information only (i.e. number of children involved) if requested.
- 2) NHS Test and Trace will be responsible for the identification of close contacts directly with the positive case not with us.
- 3) NHS Test and Trace will provide information about next steps to those close contacts identified

Reintroduction of Control Measures

- 1) If it is deemed an outbreak is confirmed, we will reintroduce control measures and decide which are relevant to be reactivated. These may include operating in smaller, consistent groups to minimise mixing. This may require us to reduce the number of children attending.
- 2) If an outbreak is confirmed we will revert to/prioritise **enhanced** cleaning protocols and hygiene measures. Any anticipated break in service for cleaning will be communicated with all parents if necessary.

Standing Down

- 1) We will notify parents by updating our Operational Procedures for COVID when it is in a position to stand down from any additional measures

We will follow the detailed steps below should an outbreak of Covid-19 be identified

Communication to Parents and Stakeholders / Visitors

We will contact parents via email or text message, we will contact other stakeholders by telephone

Closure of 'groups' (if appropriate)

In the event we are required to close a group, parents will be notified via email or text message to the phone number we hold as first contact

Returning to Setting Protocol

Children are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- *they are fully vaccinated*
- *they are below the age of 18 years and 6 months*
- *they have taken part in or are currently part of an approved COVID-19 vaccine trial*
- *they are not able to get vaccinated for medical reasons*

Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.

Staff Members

In the event that staff who do not need to self-isolate (see above) are identified as a close contact, they will continue to work as usual. As a Management Team, we do not require staff to be vaccinated neither do we require staff to participate in lateral flow self-testing, we inform staff of changes to government requirements / recommendations and they make their own decisions regarding vaccinations and testing processes.

Key contacts:**DfE coronavirus helpline**

Telephone: 0800 046 8687
Monday to Friday, 8am to 6pm
Saturday to Sunday, 10am to 6pm

PHE South East

Dr Alison Barnett, Regional Director
Harwell Campus
Didcot
OX11 0RQ
Telephone: 0344 225 3861

Local Authority Uttlesford

01799 510510
<https://www.uttlesford.gov.uk/coronavirus>

Local Authority: East Herts

<https://www.eastherts.gov.uk/coronavirus>

Completed by:

Linda Davies

Date:

29 December 2021

Suggested date of review:

Determined by Actions for Early Years Settings / Out of School and Holiday Club Settings (DfE)

Source: [Contingency Framework: education and childcare](#)

This plan is relevant to our COVID Operating Procedures (as updated)