

Outbreak Management Plan

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| Aim: | This outbreak management plan will outline how we will operate to help manage a COVID-19 outbreak within our setting or local area. This includes how we will ensure every child receives the quality of care to which they are normally entitled. This plan will outline the roles and responsibilities of those involved in managing an outbreak. | | |
| Guidelines/related documents: | <ul style="list-style-type: none"> • Contingency framework: education and childcare settings • Actions for early years and childcare providers during the COVID-19 pandemic • COVID-19: Actions for out-of-school settings • NHS Test and Trace in the workplace | | |
| Completed by: | Janie Ankers | Date: | 11 th May 2023 |
| | | Version: | 3 |

Minimising infection and prevention

The main methods of preventing infection are ensuring good hygiene with the setting, maintaining cleaning regimes, keeping the premises well ventilated and following the guidance on testing, self-isolation and managing confirmed cases of COVID-19. Little Foxes Forest School has in place a COVID-19 risk assessment detailing these measures to prevent the transmission of COVID-19 within our setting.

Little Foxes Forest School has in place an immunisation policy which gives details on how we will encourage our staff team to get the vaccination in order to protect themselves and others at work.

Responding to an outbreak

If we reach the below thresholds we have an outbreak:

Whichever of these thresholds is reached first:

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

In addition:

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.

Reporting procedure when an outbreak is suspected/threshold reached:

In the event of a possible outbreak, we'll call the dedicated advice service DfE helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to an outbreak.

They or we shall escalate the issue to our local health protection team (Bristol Health Protection team) who may advise if any additional actions are required, such as implementing elements of our outbreak management plan detailed below. The type of measures we will implement are dependent upon the level of threshold reached.

Bristol City Council and our local health protection team may recommend measures for individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, Government may issue specific guidelines for us to follow.

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| Contact information for guidance and support when responding to an outbreak | <ul style="list-style-type: none"> • DfE helpline on 0800 046 8687 and select option 1 • Bristol Public Health Protection: Email: ph.healthprotection@bristol.gov.uk |
| Bristol City Council (LA) | <p>As a Childcare/education setting we must report an outbreak of COVID-19 to the BCC dedicated education email.</p> <ul style="list-style-type: none"> • Email: education.covid19reporting@bristol.gov.uk |
| Ofsted | <p>As an Ofsted registered setting we must inform Ofsted of any suspected or confirmed cases.</p> <ul style="list-style-type: none"> • Ofsted must be notified of any cases within our setting within 14 days: Tell Ofsted if you have a COVID-19 incident at your childcare business |
| Self-Isolation Service Hub | <p>As an employer, if any of our workers test positive we shall call the Self-Isolation Service Hub on 020 3743 6715 as soon as we are made aware that any of our workers have tested positive.</p> <p>In order to do this, we (the employer) 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.</p> <p>NHS Test and Trace in the workplace</p> |
| Name and role of person reporting a suspected outbreak: | |
| Measures to implement in the event of an outbreak | |
| Asymptomatic testing | We will continue to encourage staff to test regularly. Lateral flow kits can be collected from our local pharmacy or ordered online. <Enter details of where you will order/collect your rapid tests>. |

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| | Staff will be encouraged to undertake twice weekly home tests whenever they are on site. |
| Confirmatory polymerase chain reaction (PCR) tests | Staff (and children where applicable) with a positive rapid lateral flow test result should self-isolate in line with COVID-19: guidance for households with possible coronavirus infection . They will also need to get a free PCR test to check if they have COVID-19. While awaiting the PCR result, the individual should continue to self-isolate. |
| Enhanced cleaning | Our COVID-19 risk assessment sets out the cleaning procedure when a child or adult has tested positive. It may be necessary use a fogging decontamination product to sanitise the premises. We will deep clean the area affected and ensure regular cleaning of touch points and shared equipment. |
| Ventilation | We will keep our activities outdoors as much as we can within staff ratio allowances. |
| Face coverings | In the event of an outbreak it may be necessary for face coverings to be worn in communal areas for staff (reasonable exemptions will apply). We may also implement the requirement for parents and carers to wear face coverings during drop off, pickups and visits to the setting (if visits are permitted). |
| Implementing groups/bubbles | In the event of an outbreak it may be necessary to introduce consistent groups/bubbles in order to reduce mixing between groups. We will look at the safest possible options in deciding how to bubble the children, taking into account children who attend wraparound care and the safest staffing arrangements. It may be necessary to revert to 3 bubbles of children again. In this instance there will be no more than 16 children per bubble. |
| Who can visit the setting | During an outbreak, we may implement restrictions on who can visit. We may restrict non-essential visitors to the setting. Essential visitors will be asked to follow any measures within our COVID-19 risk assessment as well as wear a face covering (reasonable exemptions will apply). |

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| | <p>Parents and carers may need to drop off and collect their child at the door. Show-arounds will take place virtually.</p> |
| Shielding | <p>Shielding is currently paused and can only be reintroduced by national government.</p> <p>Where we have staff that are at high risk of illness from coronavirus (COVID-19) we will discuss with them any additional precautions that can be implemented.</p> |
| Self-Isolation | <p>Our local health protection could advise that a large number of children (including staff) need to self-isolate at home.</p> <p>In order to support Test and Trace we will keep records of close contact that has occurred for 21 days.</p> |
| Prioritising attendance of children/attendance restrictions | <p>In the event of an outbreak we may need to prioritise who can attend the setting to stop the spread of the virus. This measure will only be implemented in exceptional circumstances. We will take guidance from our local health protection team when deciding if attendance needs to be prioritised.</p> <p>As an early years setting priority will be given to vulnerable children and children of critical workers.</p> <p>The advice outlined above could be subject to change. Further advice will be provided should this be the case.</p> <p>Staying in touch with parents or carers whose child is at home</p> <p>In the event that we have to implement attendance restrictions we shall keep in contact with children not attending and offer/signpost families to access remote play and learning activities where possible via tapestry.</p> <p>Attendance restrictions will be considered as a last resort.</p> |
| Safeguarding | |
| Safeguarding | <p>Staff/key workers will identify and support any vulnerable children, parents and carers and signpost them to the appropriate local services in Bristol. We will work in partnership with other professionals involved to put in place a risk assessment when a</p> |

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| | vulnerable child is not able to attend the setting. We work in line with our most recent child protection policy. |
| Support for children and families | Vulnerable children and families will be supported during an outbreak if they are unable to attend with us due to closure or self-isolation. We will provide remote learning via our online learning journal tapestry. We will also regularly phone them, and sign post them to food banks and other supportive agencies where necessary. |
| DSL arrangements | We will take the appropriate steps to ensure that the DSL is contactable for staff, for example by telephone or email. In the event the DSL is self-isolating we will deputise the responsibilities to the deputy designated safeguarding lead to cover the role. |
| Support for staff and professionals | <p>We will provide support for employees in the form of personal contact from the management team. We will signpost staff to organisations to support them including:</p> <ul style="list-style-type: none"> • Samaritans (essential/frontline staff support): Talk to us on the phone, whatever you're going through, call us free any time, from any phone, on 116 123. https://www.samaritans.org/how-we-can-help/contact-samaritan/talk-us-phone/ • Wellbeing support by text for key workers: Text 'SHOUT' to 85258 https://giveusashout.org/ <p>We will endeavour to be flexible and adaptable to our staff's needs at this time.</p> |
| Informing parents of outbreak arrangements | |
| Arrangements for informing parents and carers of an outbreak at the setting. | <p>The local health protection team may recommend that a large number of children self-isolate at home. The local health protection team may also recommend the testing of any children/staff/parents who have been in close contact with anyone who has tested positive for coronavirus.</p> <p>In this instance we will communicate to parents as soon as possible of any arrangement via email and as for confirmation of receipt of email. Anyone who we haven't heard from will be contacted by phone as soon as possible.</p> |