



# Sallywags Pre-School, Halwill

## COVID-19 Outbreak Plan Management

November 2021 – Reviewed 301121, 09122021, 14122021, 140122 & 240122

### Introduction

This plan outlines how **Sallywags Pre-School** will manage single cases of COVID-19, as well as how we would operate if we were required to reintroduce measures/mitigations to prevent transmission of COVID-19 if there is an outbreak in the setting. This includes how we would ensure every child receives the quantity and quality of education and care to which they are normally entitled. Our priority is to deliver face-to-face, high-quality education and childcare to all children. The evidence is clear that being out of education and childcare causes significant harm to educational attainment, life chances, mental and physical health.

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

### Trigger for Sallywags Outbreak Management Plan Response

This will remain under review, and is defined as:

- 2 children and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.

Please note that action should be triggered as soon as the case threshold is reached if before 10 days.

### *Key Contact Details*

Agency/Individual(s)	Contact details
DfE	DfE helpline 0800 046 8687
UK Health Security Agency (UKHSA) in October 2021 (formerly Public Health England)	020 7654 8000
Ofsted	<a href="https://www.gov.uk/guidance/report-a-serious-childcare-incident">https://www.gov.uk/guidance/report-a-serious-childcare-incident</a>
Setting Response Lead/Decision maker	Lorraine Crocker 07552238793
Committee Chairperson	Lorna Prickett Treacy 07772421041
Pre-School Administrator / H&S	Pennie Channing 07968743965



## **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.

<b>Stakeholders</b>	<b>Role(s) in Outbreak Management</b>
Registered Provider/Chair of Committee	Overseeing Outbreak Management Plan & updates. Informing Ofsted when required.
Staff (including employees and volunteers)	Devising Outbreak Management Plan and implementation. Informing parents, PHE & DfE when required.
Pupils	Following directions given by staff re handwashing etc.
Parents/carers	Following guidance issued by gov.uk and the setting
Visitors	Social Distancing measures & following guidance at setting
Contractors and delivery personnel	Social distancing measures and following guidance at setting
Others – Parish Hall Committee	Restricting use of the setting out of hours/ Cleaning

## **Preventing transmission within the setting**

Please see our current Covid-19 Procedures [18 e - COVID-19 Procedures 240122.pdf](#)

Vaccination and good hand hygiene will be promoted among staff and parents. Cleaning regimes and good ventilation will be maintained, and we will continue to operate from a social distancing perspective at drop off and pick up times using individual signing in sheets/boards.

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

<https://www.england.nhs.uk/south/our-work/south-west-covid-19-vaccination-centres/>

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 isolate with their household and book a PCR test: <https://www.gov.uk/get-coronavirus-test>

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.

In the case of an 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 an outbreak in our setting. 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 setting closure following up to date government guidelines – see link



<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

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

*All positive cases in the setting will be reported to DfE and to Ofsted, alongside alerting the local authority when any of the triggers outlined in the above guidance have been met*

*Reports to Ofsted must be made within 14 days and will be made online using the report a serious incident service - <https://www.gov.uk/guidance/report-a-serious-childcare-incident>*

*We will report to Ofsted:*

- *any confirmed cases of COVID-19 (coronavirus) in the setting, either in children or staff*
- *if the setting is advised to close as a result*

### **Response to positive cases**

Scallywags will respond to positive cases reported among staff and children at the setting by following the below link

[Educational settings flowchart 151021.pdf](#)

However guidance also states that from Tuesday 14<sup>th</sup> December a new national approach to daily testing for contacts of COVID-19 is being introduced. All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19.

In addition the isolation period for all positive cases was reduced on 13/01/2022 to 5 days (following a negative test on day 5 isolation ceases on day 6)

Parents and staff will be informed if there is a positive case in the setting.

Staff contacts who have not had both vaccinations more than 14 clear days before the day of contact with the positive case will also need to isolate for 10 clear days following the day of last contact with the case.

Scallywags will consider what control measures need to be introduced to prevent further transmission in line with up-to-date Government advice.

[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](#)

### **Scallywags will consider the following measures in response to any outbreak**

#### **Changes to staff:child ratios within setting**

The government considers COVID-19 to be an exceptional circumstance in which the staff-to-child ratios set out in the EYFS can temporarily be changed, if necessary, for example to respond to COVID-related



workforce absences. Scallywags currently operates at a lower staff:child ratio for 3 & 4 year olds than the legal requirement. e.g. Scallywags operates on 1 staff member to 8 children (3 & 4 year olds) whereas the legal requirement is 1:6. (for 2 year olds the legal requirement is 1:4, which we do operate within). Where staff are required to isolate due to Covid-19 and are therefore not available to work, consideration will be given to temporarily changing ratios, where it is safe to do so, to allow the setting to remain open. Staff qualification requirements and basic minimum staffing levels (2) will always be adhered to and if this is not possible the setting will be required to close temporarily.

Ratios will be guided by all relevant requirements and by the needs of individual children within the group.

### **Reintroduction of face coverings**

Consideration will be given to whether face coverings should temporarily be worn inside the setting by staff and visitors (unless exempt).

The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do are exempt from any recommendation to wear face coverings in education and childcare settings.

### **Additional testing**

Staff already regularly carry out regular Lateral Flow Testing. Increased use of home LFT testing by staff, parents and children may be required following a single case.

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**

From the 16<sup>th</sup> August 2021 people who are double vaccinated (second dose more than 14 clear days prior to day of last contact with case), and children under the age of 18 years and 6 months are no longer required to isolate where they are a close contact of a positive case. (Please see above re daily testing) We may reintroduce isolating for children who have been a close contact of a direct case for a limited time.

### **Other restrictions**

We are currently still restricting routine access to the inside of our setting as a preventative measure. In the event of case or outbreak where we are not required to close, 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. Consideration will be given to restricting attendance at the setting by staff and volunteers not required to fulfil the staff to child ratio. e.g. Administrator and students.

### **Clinically Extremely Vulnerable**

Shielding is currently paused. In the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government.



In the event of a reintroduction of shielding we would need to review staffing capacity to ensure we could continue to operate the setting in a safe manner. Any attendance reductions as a result of this would be in line with the principles below.

Current guidance on clinically extremely vulnerable individuals can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

### **Attendance Restrictions / closure**

As a last resort, we may need to introduce attendance restrictions or close the setting. 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 must 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 above in relation to staff ratios and attendance restrictions.

### **Stand down action plan**

We will stand down any additional restrictions as soon as possible (No test confirmed cases with illness onset dates in the last 28 days in the setting).

### **Informing Staff and Parents of cases and changes in procedures**



Staff and parents will be informed of the Outbreak Management Plan and any updates and amendments via email from the Administrator.

Parents will be informed when there is a single case reported at the setting, and any actions required, via text using the setting mobile 07552238793. (Followed up in person at the setting)

Parents will be informed when there is a suspected Outbreak at the setting or locally, and what actions are required, via text using the setting mobile and followed up in person at the setting and by email from the Administrator.

End.