



## HALSTEAD NURSERY

### OUTBREAK MANAGEMENT PLAN

This plan is based on the contingency framework for managing local outbreaks of COVID-19, provided by the Department for Education (DfE). The aim of the plan is, wherever possible, to minimise the further risk of disruption to the education of the children we care for.

We will implement measures detailed in this plan in response to recommendations provided by Kent County Council (KCC), Public Health England (PHE), our local health protection team or by following guidance received from the Government.

For this plan to work, it is vital that everyone involved in the nursery complies with the latest guidance on Coronavirus issued by the Government. Up to date advice for parents/carers in early years settings is available on our website [www.halsteadnursery.org.uk](http://www.halsteadnursery.org.uk)

COVID-19 is a virus that we are all having to learn to live alongside and we appreciate that there may be concerns or worries related to this. The Management Committee and nursery Manager will do all we can to be compassionate and understanding of individual needs and circumstances, open, honest and communicate any changes to our daily routine as quickly as we can.

The measures will be implemented to assist with one or more of the following:

- (1) To help with prevention of the spread of infection within the setting
- (2) To manage a COVID-19 outbreak
- (3) To react to an increasing level of COVID-19 infection rates in the community
- (4) To help with what to do next when all measures in place are not helping to reduce risk and infection

Our current procedures:

- Ensure regular hand washing throughout the day, particularly on arrival and before departure.
- Staff promote the “catch it, bin it, kill it” procedure for children during their time in the nursery and ask parents/carers to reinforce this at home for continuity.
- Any member of staff, child, parent or visitor with Coronavirus symptoms should stay away from the nursery. They should undertake a PCR test, isolate and await the results. If the PCR test is taken within 2 days of the positive rapid lateral flow test, and is negative, it overrides the rapid lateral flow test and they can return to the setting, as long as the individual does not have [COVID-19 symptoms](#).
- In most cases, we hope that parents and carers will agree that a child with [symptoms](#) should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending, Government guidance states that we can take the decision to refuse the child if, in our reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Our decision would need to be carefully considered in light of all the circumstances and current public health advice.
- Any member of staff, child, parent or visitor who tests positive for COVID-19 must isolate at home for 10 days from the date that the symptoms first occurred.
- If a child becomes sick whilst in the nursery with COVID-19 symptoms they will be taken to a screened off area of the classroom and cared for by one member of staff until a parent/carer is able to collect them. The supporting staff member will wear a mask, gloves and apron whilst caring for the child. These items will be disposed of in accordance with the guidelines set out by PHE.
- If a staff member becomes sick whilst in the nursery with COVID-19 symptoms they will be asked to isolate away from everyone and staff cover arranged so that they can leave the setting as soon as possible.

- We have regular cleaning processes in place during each session and a thorough, deep clean takes place at the end of each day.
- We open doors, windows to increase ventilation in the nursery and encourage outdoor play as much as possible.
- Staff members are encouraged to continue with twice weekly lateral flow testing until further notice.
- Staff are encouraged to participate in the COVID-19 vaccination process.
- Anyone travelling outside of the UK must follow the instructions and testing arrangements set out in Government guidance.
- We report any positive cases to Ofsted.
- We notify our LA and Ofsted if the nursery is required to close due to COVID-19.

#### Managing an outbreak of COVID-19 in the nursery:

##### **In the event of one positive case:**

- The individual stays away from the setting for the required isolation time.
- Any reference to positive individuals detailed above apply as applicable.
- If the positive individual is an adult, their child/children can continue to attend the setting as long as they have no coronavirus symptoms.
- 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.
- The positive individual (or parent in the case of a positive child) will be contacted by the Test & Trace system and asked for close contacts. The nursery may be contacted.
- If the nursery is contacted, any individual who has had close contact with the positive case and has had either one or no COVID-19 vaccinations will be asked to isolate for 10 days unless they are under the age of 16 years (e.g a student on a work experience placement with us).
- Any 18 year olds will be treated in the same way as children until 6 months after their 18th birthday to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so, if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

##### **In the event of two or more positive cases:**

The Government definition of the next steps to take will depend on the number of children & staff in attendance. This is defined as

*For most education and childcare settings, 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*

*For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:*

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

- All current procedures/if there is one positive case will be applied as applicable.
- At the point of reaching the higher case threshold, we will review and reinforce the testing, hygiene and ventilation measures they already have in place.
- We will continue to encourage as much outdoor play as possible.
- We will explore ways to improve ventilation indoors, where this would not significantly impact thermal comfort.
- Continue to ensure one-off enhanced cleaning focussing on touch points and any shared equipment.

- We will seek additional public health advice if we are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.
- A director of public health or an HPT may give us advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. They might advise us to take some of the other measures described in this document.
- We may be advised to:
  - (1) Temporarily reinstate face coverings for staff and visitors in indoor and/or communal spaces. This should be for two weeks in the first instance, pending regular review.
  - (2) Temporarily stop visitors/parents from entering the setting.
  - (3) In extreme cases, and as a last resort where all other risk mitigations have not broken chains of transmission, we may be advised to introduce short-term attendance restrictions in our setting, such as asking parents to keep their children at home for a week or so unless the children are considered vulnerable or they are the children of critical workers.
- Where we have been advised to take extra measures, our local HPT will work closely with us and keep the situation under regular review. They will inform us when it is appropriate to stop additional measures, or if they should be extended.
- If these measures are put in place, all children who cannot attend the nursery will receive educational ideas and support from their Key Person via Tapestry online journals.
- All lunch and session fees paid directly by affected parents will be calculated and refunded for the time that they are asked to remain at home.
- Where vulnerable children and young people are absent, we will:
  - follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
  - encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child's attendance would be appropriate
  - focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
  - have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so and if we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.

#### **Managing an outbreak as part of the wider community:**

- In extreme cases, and as a last resort where all other risk mitigations have not broken chains of transmission, we may be advised to introduce short-term attendance restrictions in our setting, such as asking parents to keep their children at home for a period defined by the Government unless the children are considered vulnerable or they are the children of critical workers.
- Where vulnerable children and young people are absent, we will:
  - follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
  - encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child's attendance would be appropriate
  - focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
  - have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so and if we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.
- If these measures are put in place, all children who cannot attend the nursery will receive educational ideas and support from their Key Person via Tapestry online journals.

- All lunch and session fees paid directly by affected parents will be calculated and refunded for the time that they are asked to remain at home.

*Last updated 28.09.2021*