

**COVID-19 – Contingency/Outbreak Management Plan**

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| **Version number** | 3 |
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| **Date of Review** | January 2022 |
| **Date of next review** | April 2022 |
| **Person responsible for review** | Judith Robinson |

**Introduction**

This plan is based on the [DfE’s Contingency Framework](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings) which lays out how to manage local outbreaks of COVID-19. The guidance outlines how we would operate if there was an outbreak of COVID-19 in our setting.

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings and can recommend certain measures as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, “ministers will take decisions on an area-by-area basis”. We will follow this guidance along with recommendations provided

by HPT, the DfE or the government.

It may be necessary to implement these measures in the following circumstances:

* to help manage a COVID-19 outbreak within the setting
* as part of a package of measures responding to a ‘Variant of Concern’ (VoC) or to extremely high prevalence of COVID-19 in the community
* to prevent unsustainable pressure on the NHS

**Roles and responsibilities**

Judith Robinson is responsible for notifying local HPT of a COVID-19 outbreak.

**What do we do if....?**

This is not an exhaustive list but is intended to provide scenarios to help answer queries. Also see Flowchart.

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| a pupil/staff has symptoms at pre-school/out of school club | Symptomatic person needs to be isolated immediately and PCR test done as soon as possible but within 48 hours. Only the person with symptoms needs a test. Continue to isolate whilst waiting for the results.  Enhanced cleaning carried out |
| a pupil/staff with symptoms tests positive | Continue to isolate for 10 days. Isolation should start from the date of positive test or onset of symptoms. Isolation can cease after 5 days if the person has a negative LFD test on days 5 and 6 with 24 hours between the 2 tests and they are well and do not have a high temperature. This also applies to children under 5 years with LFD testing at parental/guardian discretion. Staff should continue to follow the guidance for the sector and take LFD tests daily until day 10. Anyone unable to do LFD tests will need to complete the full 10 days isolation.  Parent/staff to liaise with NHS test and trace for close contact purpose and inform pre-school of positive result.  Consider whether and how to communicate information on positive cases to parents and the pre-school community, this could be through a ‘warn and inform’ letter.  Persons identified as ‘close contacts’ should LFD test daily for 7 days.  Enhanced cleaning to be carried out  Record details of the positive case on COVID-19 form  Inform North Yorkshire 01609 780 780 (option 3) or email education.COVID19@northyorks.gov.uk  Inform Ofsted  For a positive staff member contact the Self-isolation Service Hub 020 3743 6715 if required for payments |
| a pupil/staff with symptoms tests negative on PCR | Inform <https://www.gov.uk/report-covid19-result> and pre-school of negative result  Return to pre-school/work when better |
| a parent reports their child has symptoms and is staying home | Record child’s absence as Covid  Keep in contact with family for update.  Refer to attendance policy procedures for any concerns about persistent absenteeism |
| a pupil/staff with no symptoms tests positive | Continue to isolate for 10 days. Isolation should start from the date of positive test or onset of symptoms. Isolation can cease after 5 days if the person has a negative LFD test on days 5 and 6 with 24 hours between the 2 tests and they are well and do not have a high temperature. This also applies to children under 5 years with LFD testing at parental/guardian discretion. Staff should continue to follow the guidance for the sector and take LFD tests daily until day 10. Anyone unable to do LFD tests will need to complete the full 10 days isolation.  Parent/staff to liaise with NHS test and trace for close contact purpose and inform pre-school of positive result  Consider whether and how to communicate information on positive cases to parents and the pre-school community, this could be through a ‘warn and inform’ letter.  Enhanced cleaning carried out  Record details of the positive case on the COVID forms  Setting to identify any close contact co-workers |
| a pupil with symptoms or who should be self-isolating still comes to school | The manager should refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19  Manager to liaise with parents/guardians |
| someone in a pupil’s/staff household has symptoms or tests positive | Fully vaccinated or aged under 18 years and 6 months [are not legally required to self-isolate if household contact has tested positive for COVID-19](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt). Staff should do daily LFTs but children should not take part in daily testing. Under 5’s in a household with a positive COVID-19 case should take a PCR test but can continue to attend education/childcare whilst waiting for the test result.  If well and not showing any symptoms should attend pre-school/work |
| a close contact of a confirmed case then has symptoms/tests positive | Symptomatic person needs to isolate immediately and book a PCR test at a testing site within 48 hours. A PCR test is not necessary if had a positive LFD test.  Continue to isolate whilst waiting for your results.  For a positive result the individual will need to follow PHE guidance and continue the isolation period.  Inform <https://www.gov.uk/report-covid19-result> and setting of positive result |
| the outbreak threshold is reached | Establish if close mixing has taken place  Refer to the Government outbreak management plan Inform NY Education who will advise whether to contact DfE helpline and/or local HPT.  Inform Ofsted including whether advised to close  Also:   * Enhanced clean of pre-school room, resources, equipment and furniture; * Arrange for premises to be sprayed by Genica Environmental * Re-introduce bubbles in out of school club * Ensure the rooms are well ventilated. * Use the outdoor area as much as possible * Continue good personal hygiene * Avoid non-essential events such as concerts, parents in setting, etc |
| Supporting families but in particular vulnerable children and families if the setting has to close | Closing the setting will be a very last resort. Where possible the setting will remain open for children identified as vulnerable and for children of critical workers. Vulnerable children and young people include those who:   * are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child * have an education, health and care (EHC) plan * have been identified as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who could therefore benefit from continued full-time attendance. This might include:   + children and young people on the edge of receiving support from children’s social care services or in the process of being referred to children’s services or who have previously received support from children’s social care services (as identified by local authorities)   + adopted children or children on a special guardianship order   + those at risk of becoming NEET (‘not in employment, education or training’)   + those living in temporary accommodation   + those who are young carers   + those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)   + care leavers   + children and young people in a family circumstance presenting challenges for them, such as drug and alcohol misuse, parental offending, adult mental health issues and domestic abuse   + others at the provider and local authority’s discretion including pupils and students who need to attend to receive support or manage risks to their mental health |
| If advised to close | Closing the setting will be a very last resort but should we be advised to do so by the authorities we will stay in touch with parents by:   * newsletters via email * website |
| Safeguarding | If advised to close the safeguarding leads will remain available to support parents who are already needing support via emails, telephone, and if necessary in person.  The safeguarding leads will also provide support for parents identified as needing help or request help as above and signpost to other agencies such as Early Help 01609 534829 as appropriate.  If the designated lead for safeguarding is absent, the deputy lead should be contacted and/or Chairperson and Committee Safeguarding Lead or contact the MAST 01609 780780 or LADO for staff related concerns directly – 01609 533080 |
| Staff absence affects ratios | Staff will be deployed to maintain correct ratios as stated in the EYFS to ensure children are safe at all times.  If unable to maintain ratios parents will be contacted and limited places will be offered with vulnerable children and children of key workers offered places first.  Remaining staff will be deployed considering qualifications and experience and ensuring support still available from safeguarding leads.  If management are absent members of the team with qualifications and experience will be asked to step up temporarily and Ofsted informed.  If not enough staff available to ensure the children are safe at all times, the setting would have to close temporarily. The LA and Ofsted would be informed. This would be a last resort. |

**When and how to seek public health advice**

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, stubdents or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
* There are any admissions to hospital for COVID-19
* You are having problems implementing the control measures.
* You have applied the control measures and are still seeing a significant rise in cases.

If an outbreak occurs, providers should contact North Yorkshire and work with the local HPT to identify any additional measures to put in place by contacting 0113 386 0300 (in hours) or 0114 304 9843 (out of hours).

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. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

**Actions to consider once a threshold is reached**

Review and reinforce the testing, hygiene and ventilation measures already in place.

Consider

* whether the outdoors area can be utilised more
* ways to improve ventilation indoors, where this would not significantly impact thermal comfort
* one-off enhanced cleaning focussing on touch points and any shared equipment and increased daily cleaning.
* Genica Environmental to re-sanitise premises.
* re-introduction of face coverings for parent contact and intimate care
* stop any parents or visitors coming into the setting, and stop any trips, visits, or performances
* minimise staff based on ratios or reintroduce two teams to keep consistent fortnightly staff.
* reintroduce bubbles

Closure would be a short-term last resort. Priority will be given to vulnerable children and children of critical workers. We should re-evaluate how to provide consistent, high-quality support and learning to those children who cannot attend – see Coronavirus policy and procedures.

The education.COVID19@northyorks.gov.uk email is available for providing Covid support and advice relating to educational matters.