

Coten End Pre-school CIO

Covid Outbreak Plan 2021

Updated: 30/11/2021

Scope of Plan Management of COVID-19 outbreaks at Coten End Pre-school CIO

Related Resources <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational>

Introduction

This plan outlines how we will manage single cases and clusters of COVID-19, as well as how we would operate if we are required to reintroduce measures/mitigations in our setting or area to prevent transmission of COVID-19 in the context of an outbreak. T

This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

A local outbreak is defined as two or more linked cases within a 14-day period:

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

Outbreaks can differ significantly with regard to scale and significance from two linked cases in the setting, to multiple cases, to outbreaks linked with new variants of concern. Whilst the measures used to manage outbreaks will be the same, the number of measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.

Triggers for outbreak management plan

Coten End Pre-school CIO raises concern about 2+ linked cases

- 3+ children cases within the setting within 5 days
- • 5+ children cases within the setting within 5 days
- 3+ staffing cases, or fewer if impacting on the capacity of the setting to operate

In the case of a local outbreak we will work with the Local Authority, Public Health and regional Health Protection Teams (HPTs).

Below sets out all the possible measures/mitigations that will be considered in the case of a local outbreak.

The actual measures implemented will be determined jointly and based on the specific situation. They will also balance carefully the impact on the delivery of education 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.

To report Positive Cases

Continue to notify all positive COVID-19 cases in children or staff as below – as of November 2021

Phone Department of Education helpline: 0800 046 8687

In all positive cases including those advised that no further action needs to be taken you must follow the steps below

1. Email earlyyearsadvisors@warwickshire.gov.uk. When you email, please confirm that you have followed steps 2 and 3 below. You must then notify Warwickshire County Council/Public Health and Ofsted using the links below.
2. Warwickshire County Council/Public Health. You will need to scroll down to 'other' at the end of the form to input your details. Please see the [form for reporting positive cases](#)
3. Ofsted, visit the [update incident page](#).

Please follow this process even if DfE Helpline tell you no further action is required.

To inform us of a positive case or to discuss outbreak matters, concerns and queries please contact:

Early Years and Childcare, via email earlyyearsadvisors@warwickshire.gov.uk, Monday – Friday 8am – 5pm.

Providers will be put in touch with Warwickshire Public Health if the query is more complex.

Out of hours contact dphadmin@warwickshire.gov.uk.

Individual and position	Contact details
Hazel Jones Outbreak responder	Lead decision maker Pre-school Manager/DSL 07944501465 info@cotenendpreschool.org.uk
Naomi Aldersley	Committee member 07972322823
Claire Lowe	Committee member 07811404466
Perm Cheema	Committee member 07878252335
Heather Goodman	Deputy Manager/DSL 07852991050 safeguarding@cotenendpreschool.org.uk
Diane Morris	Deputy Manager/SENco 07961830527 senco@cotenendpreschool.org.uk
Brittany Brandl	Finance Manager 078055422591 finance@cotenendpreschool.org.uk
Sarah and Roger Beckett	Directors of Warwickspace 01926490220 cotenendcentre@gmail.com
Roger Saunders	Director of Warwickspace 07936810978
Responsible for Outbreak response Brittany Brandl	07805422591 finance@cotenendpreschool.org.uk

Communications activities will be coordinated by the setting with support from LA local outbreak control team and regional Health Protection Teams in close liaison with the setting outbreak management coordination team.

Personel	What they need to know	Communication media
Members of staff Committee members Warwickspace	Locality of positive case (generalised for whole staff/specific class Location for individuals impacted Identification of close contacts Organisational arrangements including any increased measures if appropriate Need for PCR Testing (initial then 4-7 days after) Reassurance	Face to face Messaging via messenger
Pupils	Organisational arrangements Reminder of action to reduce transmission	Communication to parents via Famly
Parents and carers	Confirmation of positive case – Letter Steps to be taken to reduce transmission (externally) Organisational arrangements including any increased measures if appropriate (internally) Recommend to arrange PCR for child (initial then 4-7 days after)	Information shared through Famly
Visitors	Confirmation of positive case Organisational arrangements including any increased measures if appropriate (internally) Recommend of operational procedures Recommend to arrange PCR	Email/phone call
Contractors and delivery personnel	Locality of positive case if required Organisational arrangements Action to date Case narrative (links/timelines/dates)	Email/phone call
Local Outbreak Teams (LA and regional Health Protection Teams)	Confirmation of positive case Organisational arrangements including any increased measures if appropriate (internally) Remind of operational procedures	Email/phone call

Integrated Partners providing services to people within the setting	Confirmation of positive case Organisational arrangements including any increased measures if appropriate (internally) Remind of operational procedures Recommend PCR test if appropriate	Email/phone call
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Preventing setting transmission

Our refreshed risk assessments include how vaccination and good hand hygiene will be promoted among staff, and children and parents, how cleaning and good ventilation will be maintained, and how the setting will operate from a distancing perspective.

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

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-drop-in-clinics/> <https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-sites/>

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.

We will ensure that we remain informed about the latest travel and quarantine advice: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#travel>

Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
Identify contacts		SLT	Immediately on becoming aware of a confirmed case	Time Staff	If after hours, contact all affected by text
Activate the outbreak response team	By email and phone	SLT	Immediately on becoming aware of a confirmed case	None	If after hours, contact all team members by mobile phone Check all staff contact details up to date and accessible
Deep Clean due to positive case in setting	Inform cleaners	SLT	Immediately on becoming aware of a confirmed case	Cleaning Approach as specified on Covid 19 Risk Assessment	External cleaning company may be required

Reporting cases and when trigger thresholds have been met

We will continue to report all positive cases to the local authority alongside alerting the local authority when any of the triggers outlined in the above guidance have been met.

Response to positive cases

When there is one positive case confirmed at the setting, all staff and families that have children attend the setting and that are experiencing COVID 19 symptoms will be required to have a PCR test

If the result for a staff member is negative they will then be able to return to work and continue to LFT twice per week (all staff have been vaccinated twice)

If the test for a family attending the setting is negative they may return to the setting.

If the result is positive, that member of staff and will isolate for 10 days, as will families attending the setting.

If additional cases are identified in , it may be recommended that additional communications are sent to parents/staff to recommend one further PCR test 4-7 days after notification, alongside continuing LFT testing.

Further actions may also be recommended by the LA.

Reintroduction of consistent groups 'bubbles' It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce staff mixing between rooms.

Reintroduction of face coverings As of Tuesday 30 November 2021 wearing of masks indoors is now advisable. 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. Reasonable adjustments will be made for children with SEND to support them to access education successfully. Where appropriate, you should discuss with parents the types of reasonable adjustments that are being considered to support an individual.

Formalising social distancing

Considerations will be given as to whether we revert to previous measures re. drop off and pick up, including staff patrolling gate and distanced queuing system.

Lateral flow tests

All staff are to continue with LFT twice per week

Contact tracing / isolating

From the 16th August 2021 people who are double vaccinated (second dose more than 14 clear days prior to day of last contact with case), and children and young people 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. We may reintroduce isolation of children who have been a close contact of a direct case for a limited time period. Please also see section re response to positive cases

Other restrictions

We may need to limit activities that require bringing parents and carers onto site e.g. open days, Toy Library, Stay and Play sessions. We may also temporarily pause parents/carers/visitors coming into the building. We will also review any activities bringing children together in addition to the normal school day, or that required transportation for larger numbers of pupils (e.g. school trips / holidays - including residential educational visits). This could also include any activities bringing together pupils from a number of schools (e.g. transition/taster days).

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. 10 In the event of a reintroduction of shielding we would need to review staffing capacity to ensure we could continue to operate staffing 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 in the link below:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#school-college-and-other-educational-settings>

Attendance Restrictions

As a last resort, we may need to introduce attendance restrictions. We will provide high-quality remote education for all children not able to attend. Where attendance restrictions are necessary there will be an order of priority applied in terms of which children would continue to attend on-site provision. The only deviation to this will be where they are required to isolate (either as a result of testing positive or as a result of a local reintroduction of close contact isolation – see above). First priority for onsite attendance will always be given to vulnerable children and young people and children of critical workers. In breakfast/tea club (wraparound) where attendance restrictions are in place, vulnerable children 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 going to or seeking work, attendance at a medical appointment, or to undertake education and training. Where attendance restrictions are needed we will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely. If we have to temporarily stop onsite provision on public health advice, we will discuss any alternative arrangements necessary for vulnerable children and young people 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, 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 or young person’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.

Staffing Capacity

Where staffing capacity is impacting on our ability to open fully we will follow the principles outlined in the attendance restrictions above.

Response and stand down action plan

The table below outlines how we will respond to single cases, clusters and outbreaks in our setting, outlining how we will put in place the above outlined measures (see headings above in outbreak plan) related to: reporting cases and responding to cases, reintroduction of consistent groups ‘bubbles’, reintroduction of face coverings, other restrictions, attendance restrictions, staffing capacity It also outlines how we will “stand down” following an outbreak, including undertaking a review of our mitigation measures and of this plan. We will “stand down” following an outbreak, following the advice of PHE.

Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
Evaluate Plan	Feedback from staff / SLT	SLT	As soon as possible after stand down	Time	Governors