

COVID-19 Outbreak Management Plan for Caversham Heights Pre-school

Introduction

This plan is based on the contingency framework for managing local outbreaks of COVID-19 provided by the Department for Education.

We implement measures in this plan in response to recommendations provided by BFFC and Public Health England.

These measures will be implemented to help prevent the spread of infection within the pre-school, to manage a COVID-19 outbreak, or to react to high COVID-19 infection rates in the community.

It is important that everyone complies with the latest Government guidance on Coronavirus.

Roles and responsibilities

Katharine Yarwood	Supervisor Safeguarding Lead First Aider	Decision making with Chair and Administrator. Communicate with parents, staff, OFSTED, LA and PHE
Hazel Lambert	Deputy Supervisor Safeguarding lead SENCO Renewing First Aid Nov 21	Take on responsibility for supervisor role if supervisor not available/
Katharine Yarwood Hazel Lambert Diane Richardson Helen Chewter Nuria Moya Sam Hyslop Simona Maluwe	First Aiders	
Charlotte Ives	Administrator	Decision making and communication to parents
Simon Davies	Committee Chair	Decision making with Supervisor and Administrator and committee.
Laura Lawless	Newsletter	Send communication to parents via email.

Measures to prevent the spread of infection

Since the start of the coronavirus pandemic, we have been pleased with our Safe Operating Procedures and the adaptations we have made to our everyday practice to ensure we offered, and continue to offer, our staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. We have made the decision to keep the following procedures in place.

- Any child, staff member, parent or visitor with coronavirus symptoms must not attend nursery and must isolate at home.
- Any person displaying symptoms must not return to pre-school until they have completed the required isolation period and/or receive a negative coronavirus test, in line with government guidelines. Children with temperatures cannot return until they have been 24 hours fever free, without the need for medication to assist, in line with PH DfE guidelines.
- Increased cleaning processes remain in place.
- Ensure good hygiene for everyone
- Staff members will wear masks in staff communal areas.
- Staff members carry out Lateral Flow Device testing according to government advice.
- Ventilation is a key part of infection control, doors and windows remain open and outdoor play is encouraged.
- All persons travelling outside of the UK must adhere to instructions and testing in line with the government guidance.

Management of an outbreak of COVID-19 in Caversham Heights Pre-school

When the pre-school infection cases reach

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
- 10% of children, pupils, students or staff who are likely to have mixed closely, test positive for COVID-19 within a 10-day period. (10% = 3 children or staff Spring term 2022)

Caversham Heights Pre-school will take further advice from PHE. Actions may be:

- A more intense deep clean
- Parents and staff members will wear masks during drop off and collection at pre-school.
- Restrictions of people entering the pre-school building – parent helpers, prospective parent visits.
- Isolation of identified children or staff members
- Investigation by the LA Health Protection Team

Management of a Cluster in the pre-school

When there are infection cases of children or staff members at pre-school over a 10-day period this may be referred to as a COVID-19 cluster. CHPS will take further advice from PHE. The actions we will take are:

- Look at the possible need to close the pre-school
- As current guidance does not request that pre-school settings isolate, we are instructing all staff members connected with a positive case follow government guideline for testing and isolation.
- Any person contacted by NHS Track and Trace must isolate in accordance with government guidance. [current guidance on contact tracing and isolation](#).
- CHPS use the staff team and agency staff to ensure legal ratios continue to be met
- There will remain a Safeguarding Lead, Named First Aider and Named Manager on site at all times.

Reaction to high infection rates in the local community

CHPS will monitor the infection rates in the local community and if there is a high level of infection the following actions may be recommended:

- Events and social days at the pre-school are cancelled
- Visitors are not permitted onto the pre-school site unless essential to a child's development or wellbeing or to manage an essential need (ie. site maintenance). Any visitors that are permitted on site must wear a face mask and give their details to allow CHPS to manage contact tracing if needed.

Actions following high levels of risk and infection

Attendance restrictions will only be used as a last resort. Our requests would be presented in the following order:

- If you are able to keep your child home to please do so.
- Only vulnerable children and those whose parents are critical workers may attend.
- Funded hours
- Unfunded children
- Extra unfunded hours for funded children (for those who are registered to attend for more than 15 hours per week).