



## COVID-19 OUTBREAK MANAGEMENT PLAN

| FOCUS     | AREA OF CONSIDERATION        | PROCEDURES IN PLACE   |
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| Children  | Attendance                   | <ul style="list-style-type: none"> <li>• Only children who are symptom free or who have completed the required isolation period should attend the nursery</li> <li>• Parents will be asked to follow the Procedure for Admitting Children during an Outbreak</li> <li>• No settling in sessions will take place during an outbreak</li> </ul>   |
|           | Physical distancing/Grouping | <ul style="list-style-type: none"> <li>• We will erect the dividers between rooms, keeping groups of children in their own space, and try to keep the children within their key groups as much as possible.</li> <li>• Only 2 children to go into the bathroom at the same time, and they will be accompanied by a staff member to ensure they use separate cubicles and sinks. The staff member will then disinfect the toilets and sinks</li> <li>• The children will remain in their own rooms during snack and meal times, and maintain social distancing at the tables as far as is practically possible.</li> <li>• The use of communal internal spaces should be restricted as much as possible</li> <li>• Groups will use the outdoor area separately and staff will maintain 1 or 2 metre social distancing where possible. Resources and apparatus will be cleaned in between use.</li> <li>• Cots and coracles will be set apart when babies attend – 2 metres if there is space</li> </ul>                                    |
| Workforce | Attendance                   | <ul style="list-style-type: none"> <li>• Staff should only attend if they are symptom free, have completed the required isolation period, or a negative test result. However, even following a negative test result, staff should not return to work until the symptoms have cleared and they are feeling better (see Procedure for Admitting Staff during an Outbreak)</li> <li>• If staff are notified that they have been in close contact with a confirmed case, they may continue to attend work if they have been double jabbed and show no symptoms, but must take a PCR test</li> <li>• If staff carry out a LFD test at home and receive a positive test, they must begin self-isolating for 10 days from the day of the result, and book a PCR test to confirm the result. Should the PCR test come back negative, this will override the LFD test result</li> <li>• Staff will continue to be encouraged to engage in asymptomatic testing twice weekly, to rapidly detect cases that would otherwise go undetected</li> </ul> |

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|         | Physical distancing/grouping | <ul style="list-style-type: none"> <li>• Staff will remain in their own groups/rooms. This will only change if cover is needed for another staff member</li> <li>• Only one staff member to take children to the bathroom at any one time</li> <li>• Only one staff member should be in the kitchen at any one time</li> <li>• Social distancing will remain in place during breaks in the staff room, by sitting 2 metres apart. Staggered breaks may be implemented when there is a full accompaniment of staff</li> <li>• Staff should avoid physical contact with each other, such as handshakes, fist bumps, hugs etc</li> <li>• Face coverings are to be worn within the building, including when visiting the office or any communal area where it is difficult to maintain social distancing (visors should not be worn without a face mask in communal areas – see also the procedure for Admittance of Staff during an Outbreak). These should also be worn when greeting parents at the door</li> <li>• For individual and very frequently used equipment, such as pencils and pens, staff should have their own items &amp; not share with others</li> <li>• Only 2 members of staff will be permitted to work in the office at any one time, to maintain social distancing measures</li> </ul> |
| Parents | Physical distancing          | <ul style="list-style-type: none"> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off and collect their child</li> <li>• Only 1 parent to accompany a child to drop off and collect.</li> <li>• Parents will wait outside the doors at the front of the building to drop off and collect children, standing in line at the required 2 metres distance apart. Face coverings should be worn</li> <li>• Staff will be at the doors to receive and take children. Parents will not enter the building</li> <li>• Please also see Procedure for Admitting Children during an Outbreak</li> </ul>   |
|         | Communications               | <ul style="list-style-type: none"> <li>• Parents will be informed of an outbreak and the temporary systems in place, via the Ourschools App &amp; an email. They will be informed of the role they have to play to ensure the safety of their children and themselves</li> <li>• Parents will be issued with the Outbreak Management Plan, the Procedure for Admitting Children during an Outbreak &amp; the procedure for a symptomatic child relating to Covid-19. They will also be informed that ALL of our temporary systems can be found on the COVID page of the nursery website</li> </ul>  |

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|                             |   | <ul style="list-style-type: none"> <li>Parents will be made aware that the open-door policy on the premises will not be in operation during the outbreak, but staff will maintain contact via telephone, and if they wish to contact us at any time, they can do so via telephone or email.</li> <li>Should the nursery have to close following advice from PHE, then we will follow the 'contingency plan for closure' to keep in contact with our parents &amp; children</li> </ul>   |
| Visitors                    | Visits                                    | <ul style="list-style-type: none"> <li>Attendance at nursery will be restricted to children and staff only. As these restrictions will only be temporary due to an outbreak, all settling in sessions and showarounds will not be held until it is safe to do so</li> <li>Outside professionals will be asked to postpone their visits, or if necessary, conduct them virtually</li> </ul>  |
| Travel                      | Travel associated with setting operations | <ul style="list-style-type: none"> <li>Outings and visits will be suspended until further notice</li> <li>Staff and parents are to complete a Travel Log if they plan to travel abroad, as advice on each country is constantly changing. We can then ensure that everyone is following the correct guidelines &amp; not increasing the risk of transmission</li> </ul>   |
| Hygiene and Health & Safety | Hand washing                              | <ul style="list-style-type: none"> <li>All staff and children will wash their hands upon arrival at nursery</li> <li>Staff will encourage children to wash their hands frequently and often: before and after activities, snacks and meals, after going to the toilet/potty, sneezing, coughing or changing rooms. Staff will also demonstrate good hygiene to the children by following this themselves</li> </ul>   |
|                             | Cleaning                                  | <ul style="list-style-type: none"> <li>An enhanced cleaning schedule has been put in place (please refer to the Enhanced Cleaning Schedule Procedure)</li> <li>A deep clean of the nursery premises will be carried out following the outbreak. If we are advised by PHE to close, then a deep clean will be undertaken before we re-open</li> <li>Alongside the enhanced cleaning schedule, touch points such as door handles etc, will be cleaned and sanitized throughout the day</li> <li>All staff will be given a copy of the Enhanced Cleaning Schedule, and management will ensure they are fully aware of the procedures and are maintaining the schedule</li> </ul> |
|                             | Waste Disposal                            | <ul style="list-style-type: none"> <li>Tissues will be disposed of immediately. Children will be encouraged to follow the 'Catch it, Bin it, Kill it' directions</li> <li>Bins will be emptied once they are full, or at the end of each day. They will then be cleaned and sanitized (see Enhanced Cleaning Schedule)</li> <li>PPE will be disposed of in the usual way, unless it has been used after coming into contact with symptoms of Coronavirus. In this instance we will follow the Government guidelines (see procedure on dealing with a symptomatic child)</li> </ul>  |

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|          | Laundry   | <ul style="list-style-type: none"> <li>• Items such as flannels, towels, bedding etc will not be shared amongst children</li> <li>• All items requiring laundering will be washed in accordance with the NHS laundry guidelines</li> </ul>   |
|          | PPE       | <ul style="list-style-type: none"> <li>• Government guidance states that PPE is not required for general use in early years settings to protect against COVID-19, unless staff are with a child who develops symptoms</li> <li>• Staff should wear face coverings when inside the building, in communal areas</li> <li>• PPE that is normally used for nappy changing will remain in place</li> <li>• Staff will follow the 'Procedure for Dealing with a Symptomatic Child', in regards to wearing full PPE attire and the disposal of it</li> <li>• As well as PPE, frequent washing of hands for 20 seconds is to be maintained</li> </ul>  |
| Premises | Building  | <ul style="list-style-type: none"> <li>• It is important that the nursery is ventilated, therefore, windows will be opened to allow natural ventilation. In colder weather they will be opened just enough to provide constant background ventilation, and will then periodically will be opened more fully when the nursery is not in use, to purge the air in the space. Convector heaters can be used to warm the rooms once a risk assessment has been completed to ensure comfort levels are maintained.</li> </ul>   |
|          | Resources | <ul style="list-style-type: none"> <li>• Children will not be permitted to bring items from home into the nursery</li> <li>• Soft toys and toys with small parts will be removed, as these will be difficult to keep clean and sanitized</li> <li>• All resources will be cleaned and sanitized twice daily under the enhanced cleaning regime</li> <li>• Staff in each area and group will be responsible for ensuring that resources are cleaned and sanitized after use, ready for the next group</li> <li>• Resources (inc books) that are shared within a room will be cleaned regularly, along with all frequently touched surfaces</li> <li>• Outdoor play equipment will be cleaned after each group use.</li> <li>• Electronics such as tablets, touch screens, keyboards, telephones, and remote controls will be cleaned within the enhanced cleaning schedule, but also throughout the day.</li> </ul> |

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|                                |            | <ul style="list-style-type: none"> <li>• Each staff member has their own tablet to use and is responsible for the cleaning and safety of it. If they have to share then it will be cleaned before use and when finished with before handing it back to its owner</li> </ul>   |
| Walking Bus                    | Attendance | <ul style="list-style-type: none"> <li>• During an outbreak, only the children of critical workers will be able to access the walking bus</li> <li>• The procedure for Walking Bus during an outbreak will be implemented</li> </ul>  |
| Responding to a suspected case |            | <ul style="list-style-type: none"> <li>• A procedure has been put in place for any child who may be suspected of displaying Coronavirus symptoms (please follow the procedure for `dealing with a symptomatic child`)</li> <li>• A procedure has been put in place for any staff member who may be suspected of displaying Coronavirus symptoms (please follow the procedure for dealing with symptomatic staff)</li> </ul> |