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Ofsted Registration: EY236003

## Covid 19 Outbreak Management Plan

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This plan has been developed to ensure clarity in relation to the responsibilities of Walker Children's Club (WCC) and actions that will be taken should an outbreak of Covid 19 be identified at Walker Children's Club (WCC), out of school/holiday club. This policy should be read alongside our current Covid 19 risk assessment. WCC is taking every precaution to eliminate or reduce the possibility of an outbreak at our club.

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### Notification and Activation of the Outbreak Control Plan

- 1) According to the 'Covid 19: Actions for out of school settings July 2021' guidance, if WCC identifies "several confirmed cases within 14 days" this may constitute an outbreak.
- 2) If this situation occurs, this Outbreak Control Plan will be activated

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### Management and Notification of Confirmed Cases

- 3) If multiple cases with all cases of Covid-19 are being identified, WCC will promptly report to Department for Education advice line on 08000468687 and selecting option 1.7 for advice on the action to take in response to a positive case.
- 4) If DfE considers an outbreak to be taking place, they will escalate the notification to the local health protection team and advise on additional action required.
- 5) WCC will follow the advice of Local Authorities, the Health and Safety Executive, local Public Health teams and UK Health Security Agency, PHE Health Protection Teams who will may make further recommendations

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### Engagement with NHS Test and Trace

- 1) Close contacts will be identified by NHS Test and Trace. WCC will engage with NHS contact trace process by providing appropriate contact and attendance information as requested. This is covered in our Covid-19 policy.
- 2) NHS Test and Trace ~~not WCC~~ will identify close contacts directly with the positive case ~~not WCC~~, in most cases.
- 3) NHS Test and Trace will provide information about next steps to those close contacts identified. (WCC is not responsible for engaging in Track and Trace other than the measures stated above)

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### Reintroduction of Control Measures

- 1) If an outbreak is confirmed, WCC will continue to work with health protection teams to identify whether control measures need to be reactivated. These may include operating in small, consistent groups to minimise mixing and keep transmission rates low or the introduction of face coverings for adults within our operational space, where appropriate.

- 2) If an outbreak is confirmed WCC will prioritise enhanced cleaning protocols and hygiene measures. At WCC we have a professional cleaning company that cleans daily and will be informed, via our landlord the need to have the building cleaned if advised. Any anticipated break in service for cleaning will be communicated with all parents and partners if necessary. The staff at WCC carry out their own daily cleaning routines.

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### Standing Down

- 1) WCC will work closely with local Public Health officials and Local Authorities to determine when it is appropriate to stand down from additional control measures and notify all parents and partners of next steps as appropriate.

### WCC will follow the below detailed steps should an outbreak of Covid-19 be identified

#### Communication to Parents and Stakeholders

Parents, Trustees, Landlord and Ofsted will be notified using the quickest communication methods.

- Parents, Landlord and Trustees by phone and Ofsted using online reporting form;  
<https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business>

#### Closure of 'groups'

WCC is still operating a 'bubble' system at the school holiday clubs. Children's 'bubbles' are recorded and amended if required. Toys are not usually shared between 'bubble groups' apart from outdoor equipment. Toys and surfaces are regularly cleaned and records kept. From 17<sup>th</sup> August, children under the age of 18 will not be required to isolate. We will only enforce closure on one or both 'bubbles' after guidance from PHE, who will receive necessary information regarding the circumstances surrounding any outbreak situation.

**It is important that everyone adheres to the government guidance below (taken from COVID-19 'Actions for out-of-school settings, updated July 2021):**

#### When an individual develops COVID-19 symptoms or has a positive test they must adhere to the guidance below.

Children, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into your setting if they have [symptoms](#), or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example they are required to quarantine or have a positive test).

If anyone in your setting develops [COVID-19 symptoms](#), however mild, they will be sent home and advised follow public health advice, informing WCC of any required information.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a child is awaiting collection, they should be left in a [space away from other children and staff](#). All such children will be supervised by a staff member who will use full PPE. A window should be opened for fresh air ventilation if possible. Any rooms they use should be cleaned after they have left.

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The household (including any siblings) should follow the PHE [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

In most cases, parents and carers will agree that a child with symptoms should not attend your setting, given the potential risk to others. If a parent or carer insists on a child attending your setting, you can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Your decision would need to be carefully considered considering all the circumstances and current public health advice.

### Returning to Setting Protocol

Staff and children with a positive LFD test result should self-isolate in line with the [stay at home guidance](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the child or staff member can return to your setting, as long as the individual doesn't have COVID-19 symptoms.

In most cases, parents and carers will agree that a child with symptoms should not attend your setting, given the potential risk to others. If a parent or carer insists on a child attending your setting, you can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice. We will enforce the isolation of a child if they have symptoms as described

[Advice taken from Public Health England \(PHE\), updated July 2021: Staff Members PHE has been replaced by UK Health Security Agency. Isolation information link <https://www.gov.uk/government/news/self-isolation-for-covid-19-cases-reduced-from-10-to-7-days-following-negative-lfd-tests>](#)

Anyone with COVID-19 [symptoms](#) or a positive test result should stay at home and self-isolate immediately. This is because you could pass the infection on to others, even if you don't have symptoms. This also includes if someone in your household tests positive. If you have been vaccinated with a COVID-19 vaccine, you are less likely to catch COVID-19, and to become severely ill if you do catch it. You are also less likely to spread COVID-19 to other people, but it is still possible for this to happen.

If you have symptoms of COVID-19 or have received a positive test result, you should still follow this guidance and self-isolate even if you have received one or more doses of COVID-19 vaccine. This will reduce the risk of spreading infection and help to protect other people. If you have been vaccinated with a COVID-19 vaccine, you are less likely to catch COVID-19, and to become severely ill if you do catch it. You are also less likely to spread COVID-19 to other people, but it is still possible for this to happen.

If you have symptoms of COVID-19 or have received a positive test result, you should still follow this guidance and self-isolate even if you have received one or more doses of COVID-19 vaccine. This will reduce the risk of spreading infection and help to protect other people.

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If your PCR test result is negative but you still have symptoms, you may have another virus such as a cold or flu. You should stay at home until you feel well. Seek medical attention if you are concerned about your symptoms.

You can stop isolating as long as:

- you are well
- no-one else in your household has symptoms or has tested positive for COVID-19
- you have not been advised to self-isolate by [NHS Test and Trace](#)

Anyone in your household who is isolating because of your symptoms can also stop isolating.

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Date: 25<sup>th</sup> July 2021

Suggested date of review: [October 2021](#)  
[Reviewed December 2021 to reflect Plan B](#)

Commented [WS1]: Suggest this is updated October 2021 as things change so rapidly

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**Key contacts:**

DfE Helpline: 08000468687 [option 1](#)  
NHS Track and Trace: 119  
LA Public Health Team 0208 379 1000

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