

OUTBREAK MANAGEMENT PLAN –COVID-19

1. We continue to monitor and assess the COVID cases within our local area as well as in the nursery settings and Training Centre, and will seek advice from our Local Public Health Team should we see a rise in cases (approx. 10% of the setting) or if staff, children or families are very unwell and require hospital treatment.
2. If we have a confirmed outbreak that affects our setting we will immediately return to COVID restrictions including wearing of face coverings within communal areas, social distancing between staff and parents, maintaining bubbles of children who do not mix with other bubbles, restricting visitors and other tutors to the settings and restrictions on using areas of the setting with other groups of children.
3. We will notify parents through the IConnect system should there be an outbreak in the nursery setting which is confirmed by the Local Public Health Authority. Learners will be contacted by telephone or email from the Training Centre staff.
5. Positive cases will be reported to <https://crest.info-exchange.com/Covid> for West Berkshire and covidresponse@swindon.gov.uk and CIE@swindon.gov.uk for Swindon. Copies of all these reports must be printed and stored at the setting in the coronavirus file and a copy given to the Operations Manager for her file.
6. In the case of an outbreak our Local Public Health may contact us for details of close contacts. This information is exempt from GDPR due to the risk to public health. The information they require will be:
 - a) Name of the nursery
 - b) Location including postcode and Local Authority
 - c) Key contact name, phone number and email address
 - d) Number of children and staff on roll

- e) Contact details of those people affected
- f) When the individual cases became unwell.
- g) When they were last in the setting
- h) Nature of the job roles staff contacts were undertaking
- i) Known links with the positive case within the previous 48 hours of attendance
- j) Number of people the positive case had close contact with
- k) Nature of the environment (details of bubbles, mixing, sharing spaces etc)
- l) Details of control measures
- m) Contact made with other agencies

6. We may be advised to close a room or the whole setting for a temporary period of time and we will follow guidance issued. If we have an outbreak that restricts the number of children who can attend the setting we will prioritise families whose parents are considered keyworkers and those families and children considered most vulnerable. After which we will prioritise children who will move into reception this year and then younger age groups, depending on places allowed and advised by the Local Public Health Authority. If we are unable to provide care because of a closure or part closure parents will not be charged. Children unable to attend because of COVID will pay for their sessions as normal as per our usual sickness and absence policy.

7. In the case of high staff absence due to the number of COVID cases, prioritising places will be the same criteria as above. We will ensure we maintain safe and legally required staff to child ratios and will explore every option open to us to try to find a solution rather than restricting access to children. Restricting places will be a final option if all else has been explored without success.