COVID-19: outbreak management plan

NETHER GREEN JUNIOR AFTER SCHOOL CLUB



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| **Approved by:** | Tammy Nelson | **Date: 28/08/2021** |
| **Last reviewed on:** |  | |
| **Next review due by:** |  | |

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# 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings) of COVID-19 and the [schools operational guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

* To help manage a COVID-19 outbreak within the school/club. Actions will be considered when either of the following thresholds are met:
* There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
* 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
* If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
* As part of a package of measures responding to a ‘variant of concern’ (VoC)
* To prevent unsustainable pressure on the NHS

# 2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from the local public health team who will escalate to Director of Public Health where necessary or health protection team.

Tammy Nelson will be responsible for seeking this advice and will do so by telephoning the DfE helpline (0800 046 8687) or contacting the LA Public Health Team via the COVID – 19 STORM phone line on 0114 2735334 (available Monday-Friday 8 a.m. – 4.45 p.m.) or PublicHealthC&YP@sheffield.gov.uk (monitored 5 days a week).

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or contact the Sheffield LA public health team. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

Where it is judged that sustained transmission is occurring, or there are other risks such as a variant of concern (VOC) or increased severity of illness, the LA/ HPT may decide to convene an outbreak control meeting (OCT). Tammy Nelson will be responsible for communicating with the LA public health team and ensuring all actions prior to and following the OCT are completed

These include;

* The case spreadsheet is complete and up to date and forwarded to [PublichealthC&YP@sheffield.gov.uk](mailto:PublichealthC&YP@sheffield.gov.uk) prior to the meeting
* Implementing any further control measures following the OCT

# 3. Testing

If recommended, we will increase the use of home testing by our staff and recommended parents/children do the same.

# 4. Face coverings

If recommended, staff and visitors who are not exempt from wearing a face covering:

* Will be asked to keep on or put on a face covering when arriving at the club and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas
* Parents will be asked to collect children from outside dependent on the circumstances listed in section 1 of this document. Signs will be out to instruct parents of these changes. Parents are encouraged to follow the Nether Green Junior After School Club facebook page to be notified of changes to pick ups and drop offs.

# 5. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list (SPL)](https://digital.nhs.uk/coronavirus/shielded-patient-list).

We will speak to individuals required to shield about additional protective measures.

# 6. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email and/or the facebook page once a decision has been made. The school may include us in their emails when changes are made, as the club works closely with the school to make sure the same level of COVID safety is being met.

If recommended, we will limit:

* Transition or taster days
* Parents coming into school

If recommended, we will reintroduce:

* Bubbles, to reduce mixing between groups
* Other proportionate measures as necessary, seeking to stay open to keep childcare available. This could be having the club/staff working outdoors whilst awaiting test results.

# 7. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

7.1 Eligibility to remain in school

If restrictions are recommended, we will aim stay open for:

* Children of critical workers
* Vulnerable children if the provision is there and we are able to safely do so

7.2 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or deputy) can’t be on site, they can be contacted remotely by staff on site.

If our DSL (or deputy) is unavailable, we will aim to share a DSL with the school.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

**8 Club Workforce**

We will aim to have a Business Continuity Plan in place to manage any issues arising as a result of Covid e.g. staff absence.

In rare cases, we will ask parents to not use the club if we cannot meet our ratios and they can manage without us. In this instance, parents can request a refund for that session. This means that parents who cannot work without us, can still attend work.

**9 Club changes**

For now, we will be making the following changes whilst COVID is present, these are subject to change as and when cases rise/fall

* No karaoke or face paint will be used in the club
* Adults will still serve children food, we will return to self service once we feel safe to do so
* Children will serve themselves water again
* Staff will still be provided with masks and can use them when they feel they need to, for example, in crowded spaces with other staff as to limit the risk of a spread between staff and then a staff shortage.
* We ask that all close contacts get a PCR test done asap, regardless of jab status.

**Please inform NGJASC if your child is a close contact so that we are able to warn our staff that we have a case in the club. This will allow them to be more cautious when seeing vulnerable family or friends. If we feel the risk is there, NGJASC will issue a letter to all parents that there was a positive case in the club so they can choose to be more vigilant if they wish, whether this be social distancing more or testing.**

**Cases can be reported to Tammy on** [**ngjasc@gmail.com**](mailto:ngjasc@gmail.com)**, or via calling/leaving a voicemail on 07944253118. I would advise not calling the landline as to limit the amount of people who know who the case is.**