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**Internal Outbreak Management Plan for Broad Town Pre-School**

**Introduction**

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

We implement measures in this plan in response to recommendations provided by our local authority (LA), the director of public health (DsPH), Public Health England (PHE) our local health protection teams or by following government guidance.

These measures will be implemented to help prevent the spread of infection within Pre-School, to manage a COVID-19 outbreak or cluster, to react to high COVID-19 infection rates in the community or when all measures in place are still failing to reduce risk and infection.

**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 Pre-School 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 received a negative coronavirus test. Children with temperatures cannot return until they have been 24 hours fever free, without the need of medication to assist, in line with PH DfE guidelines.
* If a member of a child’s/Staff Member’s household tests positive. Child/Staff Member who attends our Pre-School to remain at home until the positive individual has completed their isolation period. **We will pay individual staff members 10 days (1 isolation period) of wages only once in an Academic Year.**
* Increased cleaning processes remain in place.
* Team members continue to socially distance from each other and during parent handovers.
* Parents and staff members will wear masks during drop off and collection at Pre-School.
* Staff members carry out twice weekly Lateral Flow Device testing.
* Ventilation is a key part of infection control, doors and windows remain open and outdoor play is encouraged.

**Management of a Cluster at Pre-School**

When there are increased infection cases of children or staff members over a 14-day period this may be referred to as a COVID-19 cluster. We will take further advise from PHE. The actions we will take are:

* Manager or staff member in charge to follow the necessary steps on the latest Wiltshire Local Action Card
* Isolation of identified children or staff members
* Administrator to complete the daily PCR case recording survey recording the number of positive cases
* Instruct all staff members to take daily Lateral Flow tests for 10 days
* Any person contacted by NHS Track and Trace must isolate in accordance to government guidance
* We will ensure legal ratios continue to be met
* We will inform parents/carers
* A more intense deep clean

**Management of an Outbreak of COVID-19 at Pre-School**

When infection cases of children or staff members at Pre-School reach 10% over a 10 day period this may be referred to as a COVID-19 outbreak. We will take further advice from PHE. Actions may be:

**WE WILL CARRY OUT ALL OF THE ACTIONS LISTED ABOVE FOR MANAGEMENT OF A CLUSTER AND IN ADDITION;**

* Investigation by the LA Health Protection Team and Ofsted

**Reaction to high infection rates in the local community**

We will ensure that we are up to date with infection records. If contacted by Public Health South West or the Local Authority regarding a high level of infection in the local community the following actions may be recommended:

* Events and social days will be cancelled
* Visitors are not permitted onto the Pre-School site unless essential to a child’s development or well being or to manage an essential need (ie. site maintenance). Any visitors that are permitted on site must wear full PPE and give their details to allow us 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:

1. If you are able to keep your child home to please do so.
2. Children whose parent/parents are Key Workers may attend.
3. Children with both parents as Key Workers may attend.

We wish to remain transparent in all proposed actions and advice that we receive from any of the above-mentioned professionals. We thank you for adhering to our Safe Operating Procedures and Risk Assessments and for taking the time to read this Outbreak Management Plan.

If you have any questions you can always contact our Administrator – Kerry Clark at admin@broadtownpreschool.co.uk, call the classroom directly on 01793 731911 or talk to a staff member at drop off or pick up.