



Covid 19 Outbreak Management Plan

This plan has been developed to ensure clarity in relation to the responsibilities and actions that will be taken should an outbreak be identified at Poppleton Road out of school/holiday club.

Notification and Activation of the Outbreak Control Plan

- 1) According to the 'Covid 19: Actions for out of school settings July 2021' guidance, if Poppleton Road Out of School Club identifies "several confirmed cases within 14 days" this may constitute an outbreak. The PHE guidance defines an outbreak as TWO or more children or members of staff in your setting who have TESTED POSITIVE, with illness onset dates within 14 days of each other;
OR there is an overall rise in the rate of absences from the education setting that are suspected to be COVID-19 related.
- 2) If this situation occurs, this Outbreak Control Plan will be activated
- 3) Poppleton Road Out of School Club will reactivate our original Operational Plan and Risk Assessment.

Management and Notification of Confirmed Cases

- 1) As with all cases of Covid-19 being identified, Poppleton Road Out of School Club will promptly report to Department for Education advice line on 08000468687 and selecting option 1 for advice on the action to take in response to a positive case.
- 2) 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.
- 3) All cases must also be reported to Ofsted using the [online notification form](#) and the Local Authority QI Team
- 4) Poppleton Road Out of School Club will follow the advice of Local Authorities, local Public Health teams and PHE Health Protection Teams who will make further recommendations

Engagement with NHS Test and Trace

- 1) Close contacts will be identified by NHS Test and Trace. Poppleton Road Out of School Club will engage with the NHS contact tracing process by providing appropriate contact and attendance information as requested. This is covered in our Covid-19 policy.
- 2) NHS Test and Trace will identify close contacts directly with the positive case not Poppleton Road Out of School Club in most cases.
- 3) NHS Test and Trace will provide information about next steps to those close contacts identified

Reintroduction of Control Measures

- 1) If an outbreak is confirmed, Poppleton Road Out of School Club 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 Poppleton Road Out of School Club will prioritise enhanced cleaning protocols and hygiene measures and any adjustments to improve ventilation. Any anticipated break in service for cleaning will be communicated with all parents and partners if necessary.

Standing Down

- 1) Poppleton Road Out of School Club 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.

Poppleton Road Out of School Club will follow the below detailed steps should an outbreak of Covid-19 be identified

Communication to Parents and Stakeholders

Poppleton Road Out of School Club will communicate with parents/carers via email and letters as well as our Facebook page. In some instances it may be necessary to act quickly, for example if the club is told to close, in this case parents/carers will be contacted by phone. Copies of operational plans and risk assessments will be available on our website. Any information we receive via government updates which affects parents will be shared by email.

Closure of 'groups' (if appropriate)

Over the summer holidays Poppleton Road out of School Club will arrange the children into 2 bubbles (reception and key stage 1, key stage 2) for all indoor activities. However, the children will be able to mix outside as this has been shown to be safer. This should allow us to continue operating by closing just 1 bubble if necessary.

Transitions/Taster Days

Parents wishing to visit Poppleton Road Out of School Club with their children have been asked to do so at 17:45 when the club is quietest and to wear a mask for the duration of the visit. If we believe it is no longer safe for these visits to go ahead then they will be cancelled and rearranged for another time. Any children attending holiday club for a taster day will still be allowed to attend as long as the club is operating and they aren't showing any symptoms of covid-19.



Educational Visits

Poppleton Road Out of School Club have no plans for any excursions away from the club. There are some workshops planned during the summer holidays, these visits will only go ahead as long as we believe it is safe to do so. Any visitors who have symptoms of covid-19 are asked not to attend the setting.

Open Days

Poppleton Road Out of School Club have no open days planned.

Parental Attendance in Settings

Parents are currently asked to wait outside the club when dropping off and collecting children, after discussing this further Poppleton Road Out of School Club has decided that we will continue with this for the foreseeable future. Parents are still able to meet with staff members at the door and confidential meetings can be organised for a specific date and time if necessary.

Performances in Settings

Poppleton Road Out of School Club have no performances planned.

Returning to Setting Protocol

Before August 16th 2021:

All individuals are required to self-isolate for 10 days if:

- They have 1 or more covid-19 symptoms
- A member of their household (including someone in their support bubble or childcare bubble, if they have one) has covid-19 symptoms or a positive test
- They are legally required to quarantine after returning from abroad
- They have had a positive test

Self-isolation lasts for 10 days from either the start of their symptoms, or the test date (if they did not have any symptoms but had a positive LFD test). If a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it over-rides the LFD test and the child or staff member can return to the setting.

Children would not have to self-isolate unless:

- A symptomatic person they have been in contact with subsequently tests positive



- They develop symptoms themselves (in which case they should self-isolate immediately and arrange to have a test)
- They are requested to do so by NHS test and trace or the Public Health England (PHE) advice service (or the PHE local health protection team if escalated), which is a legal obligation
- They have tested positive from an LFD test as part of a community or worker programme

If a child, young person or staff member develops covid-19 symptoms but tests negative, they can return to the setting. Once the 10 day isolation period has been completed, with no further positive tests or commencement of symptoms within the household, they may also return.

After August 16th 2021:

- Children (and those who are fully vaccinated) will not be required to isolate if they are identified as a close contact. Instead they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.
- Under 18's who are identified as close contacts, and are asymptomatic, will not need to self-isolate while waiting for their PCR result
- Close contacts will be identified by NHS Test and Trace and settings will not be expected to undertake contact tracing
- As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts
- Contacts from an out of school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting covid-19 due to the nature of the close contact
- As previously, children should not attend the setting if:
 - They have symptoms
 - They are required to quarantine
 - They have had a positive test

There is no need for primary age children (year 6 and younger) to test over the summer holidays.

It is expected that parents/carers will agree that children with symptoms of covid-19 should not attend the setting, given the potential risk to others. If a parent/carer insists on a child attending the setting, we will seek guidance and potentially make the decision to refuse the child, if with reasonable judgment, it is necessary to protect children and staff from possible infection with covid-19. Any decision would be carefully considered in light of all of the circumstances and current public health advice.

Staff Members

Our staff team continue to take twice weekly lateral flow tests and report the results, this will continue over the summer holidays.



- Staff with a positive LFD test result should self-isolate immediately in line with the stay at home guidance
- They will also need to get a free PCR test to check the result
- Whilst awaiting the PCR result the staff member should continue to self-isolate. If the PCR test is taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test and the staff member can return to work, as long as the individual doesn't have covid-19 symptoms

Although it is no longer mandatory to wear face coverings inside our staff team have been told that they are able to continue to wear a covering if it makes them feel safer. They should also respect the wishes of parents and other visitors who may wish them to wear a covering when speaking to them.

We do not require all staff to have had, or to prove they have had, both doses of the vaccine in order to attend the setting.

Staff Members and Children – After 11th January 2022

Our staff team continue to take twice weekly lateral flow tests and report the results, this will continue until advised to discontinue by the health authorities or government.

- Staff and children with a positive LFD test result should self-isolate immediately in line with the stay at home guidance for 7 days from the positive result and test on days 6 and 7.
- The requirement for a free PCR test to confirm the outcome of the LFD test has elapsed and this is no longer required
- The staff member or child once tested on day 6 and 7 will be able to return to the setting provided that the test result is negative, that the tests were completed at least 24 apart and that the member of staff does not have a high temperature. This will be advised that all staff complete these steps.
- If after day 6 and 7 the tests return a positive result the staff member or child will need to complete the full 10 day isolation period.

Although it is no longer mandatory to wear face coverings inside our staff team have been told that they are able to continue to wear a covering if it makes them feel safer. They should also respect the wishes of parents and other visitors who may wish them to wear a covering when speaking to them.

We do not require all staff to have had, or to prove they have had, both doses of the vaccine in order to attend the setting.

Completed by: Kathryn Love edited by Tom Garnett

Date: 05/08/21 Edited 13/01/2022

Suggested date of review: 27th January 2022 – Restriction review day.



Key contacts:

Insert the useful numbers including local teams here –

DfE Helpline **0800 046 8687**

Local PHE Team **Yorkshire and the Humber HPT:**

**Dr Andrew Furber, Centre director
Blenheim House
West One
Duncombe Street
Leeds
LS1 4PL**

Telephone: 0113 386 0300

Out of hours advice: 0151 9091219

LA Public Health Team **Station Rise, West Offices, York, YO1 6GA**

Telephone: 01904 553866

Email: enquiries.publichealth@york.gov.uk

LA Quality Improvement Team **Quality improvement manager- Joanne Suggitt Richardson**

Telephone: 07825365852