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COVID CONTINGENCY PLAN

This Contingency Plan (Outbreak Management Plan) details what will happen if a child or staff member tests positive for Covid-19, and how we will operate if we were required to reintroduce measures to help break chains of transmission.

This plan has regard for the following Government guidance publications:

Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak' (updated 14 December 2021)

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

and

Contingency framework: education and childcare settings (updated 15 December 2021)

[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/contingency-framework-education-and-childcare-settings/contingency-framework-education-and-childcare-settings)

To minimise the risk to children and staff from Covid, the following control measures will be in place:

- **Ensure good hygiene for everyone** - refer to Cygnets Covid Risk Assessment Document for full details of handwashing and personal hygiene.
- **Maintain appropriate cleaning regimes** - Cygnets physical environment is cleaned daily by both staff and the cleaning contractor. Resources are cleaned weekly or more often as required. Please refer to the document 'Cleaning Protocol & Regimes for Covid-19'.
- **Keep spaces well ventilated** - window to be kept open in main room. Window/s to be open in bathroom (except the side window behind children's toilets). Door to outside area to be open during session time and closed when free flow play is not operating and having regard for safeguarding. Refer to risk assessment.

Cygnets is committed to safeguarding and promoting the welfare of children and expects everyone to share this commitment and responsibility.

- **Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19-** Management will keep up to date with any updates and work with different agencies in the event of a confirmed case of coronavirus in a staff member or child.

When an individual develops symptoms or tests positive for Covid-19, children, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into the setting if they have [symptoms of coronavirus \(COVID-19\)](#) 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). If anyone develops Covid symptoms in the setting, however mild, they will be sent home and should follow public health advice.

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

Refer to our document 'Protocol for responding to a suspected case of Coronavirus in the setting'.

If a child or adult becomes ill with symptoms whilst in Cygnets, our 'Protocol for responding to a suspected case of Coronavirus in the setting' will be followed.

To ensure the safety of all children and staff we are requiring anyone who has symptoms to arrange a PCR test for Coronavirus. To access testing, use the following link:

<https://www.gov.uk/get-coronavirus-test>

If the child or member of staff tests negative on the PCR test, they can return to Cygnets if they are well enough.

If the child or member of staff tests positive on the PCR test, they must follow government guidelines to isolate. We will notify Ofsted and the Local Authority of any positive cases of coronavirus.

Isolation guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If an outbreak is identified.

It may be necessary to take extra action if the number of positive cases increases substantially. The following thresholds will be used as an indication for when to seek advice from PHE:

- 5 children or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period: or
- 10% of children or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period.

In the event of one of these thresholds being met and given the physical layout and type of activities in Cygnets, it is possible that Cygnets will be advised to close, to break the chain of transmission of Covid-19. We will in this case be led by advice from PHE.

We will review our control measures and adjust them according to advice received from PHE. This may include but is not limited to the re-introduction of face coverings when dropping off/collecting children, reducing time spent indoors, making adjustments to snack procedures, reduction of resources etc. Additional public health advice may be sought by contacting the Department of Education helpline (0800 046 8687, option 1).

If the outbreak affects staff availability, we will assess whether we can safely open and meet the staffing requirements of the EYFS with remaining staff. In exceptional circumstances, statutory staffing ratios may be adjusted but only after a risk assessment has been carried out. A decision will be made as to whether we can safely care for and meet the needs of the children. If we cannot, we will explore the feasibility of remaining open for specific groups of children in the following order of priority, vulnerable children, children of key workers and other funded children. If closure is unavoidable, we will notify parents at the earliest opportunity.

If the outbreak affects children in the setting, we will work closely with all relevant authorities and be advised by them. All parents will be notified of confirmed cases, but no child will be identified. Staff, who are double/triple vaccinated, will not be required to isolate and may have a PCR test if they choose. Children under 5 years old and identified as close contacts will only be advised to take a PCR test if they develop symptoms or there is a positive case of coronavirus in their household.

If we are advised of an increased number of coronavirus cases within the community, we will be advised by the local health protection authority.

Current government advice is that children under 18 years, 6 months old and adults who have been double/triple vaccinated, do not need to isolate if they have been in contact with a person who has tested positive for coronavirus. This would mean that if a child/staff member in Cygnets tested positive for coronavirus, other children and staff (who are double vaccinated) do not have to isolate. All families will be notified of any case of

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coronavirus, and it will be a parent/carer's choice to continue to send their child. If someone in your household tests positive for coronavirus, you may be unable or choose not to send your child to Cygnets. In either situation, if you decide not to send your child in, you will not be charged for sessions and your child's place will not be withdrawn. If your child's sessions are funded, we will endeavour to offer you alternative sessions.

Updated 4 January 2022