



COVID-19 Policy - Outbreak Management Plan – including Risk Assessment and Step Up / Step Down of System of Control Measures

Assessment date: 8th April 2022

Name of assessor: Emma Miller

Review date: Ongoing – as Gov provide updates

On 1 April, the government moved into a new phase of its Covid-19 response: ‘living with Covid’

As a result, the Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak guidance has now been withdrawn, and we are now directed to the broader ‘Emergency planning and response for education, childcare, and children’s social care settings guidance’.

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1065829/DfE_Emergency_Guidance.pdf)

What are the current main symptoms of Covid-19?

Current NHS guidance states that symptoms of Covid-19 can include:

- a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste
- shortness of breath

- feeling tired or exhausted
- an aching body
- a headache
- a sore throat
- a blocked or runny nose
- loss of appetite
- diarrhoea
- feeling sick or being sick.

What staff should do if they are experiencing Covid-19 symptoms

Government guidance states that you should try to stay home and avoid contact with other people if you have Covid-19 and in addition, either have a temperature or don't feel well enough to go to work or do your normal activities. It adds that: "You can go back to your normal activities when you feel better or do not have a high temperature."

Little Beans ask that staff stay off work and complete self-isolation which can end on day 6 if following x2 negative lateral flow tests taken 24 hours apart, the first test should not be taken before day 5. If staff are still testing positive after this day, we ask they continue to take lateral flow tests and encourage them not to return to work until they have x2 negative lateral flows, taken 24 hours apart or up until day 11 - whichever is earlier. If staff attends on day 7 without a negative test – they must be symptom free and Little Beans will take the appropriate action to protect vulnerable children and staff.

Children's attendance when they are experiencing Covid-19 symptoms

Government guidance states that a child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either:

- have a high temperature
- do not feel well enough to go to school, college or childcare, or do their normal activities.

It adds that: “They can go back to childcare when they feel better or do not have a high temperature.” Within the last 48 hours (as per Spotty Book).

The guidance additionally clarifies that if a child “has mild symptoms such as a runny nose, sore throat or mild cough, and they feel well enough, they can go to childcare”.

Self-Isolation when staff or children have tested positive for Covid-19

While free Covid-19 testing has now ended for most people in England, tests are available to buy from some pharmacies and retailers, and so it is still possible to test positive for Covid-19.

The legal requirement to isolate following a positive Covid-19 test has now ended. However, the government recommends that if an adult tests positive, they should:

- try to stay at home and avoid contact with other people for 5 days
- avoiding meeting people at higher risk from COVID-19 for 10 days, especially if their immune system means they’re at higher risk of serious illness from COVID-19, even if they’ve had a COVID-19 vaccine.
- We ask that staff stay off work and complete self-isolation which can end on day 6 if following x2 negative lateral flow tests taken 24 hours apart, the first test should not be taken before day 5. If staff are still testing positive after this day, we ask they continue to take lateral flow tests and encourage them not to return to work until they have x2 negative lateral flows, taken 24 hours apart or up until day 11 - whichever is earlier. If staff attends on day 7 without a negative test – they must be symptom free and Little Beans will take the appropriate action to protect vulnerable children and staff.
- For children and young people under 18, the advice is “try to stay at home and avoid contact with other people for 3 days” starting from the day after the positive test. Government guidance states that: “Children and young people tend to be infectious to others for less time than adults. If they’re well and do not have a temperature after 3 days, there’s a much lower risk that they’ll pass on COVID-19 to others”.

Children become unwell at Little Beans with covid-19 symptoms

If children become unwell when at Little Beans with covid-19 symptoms we will call the parent and ask them to collect their child as part of our normal sickness procedure. The child will self-isolate with a member of staff who is not considered vulnerable. This is to protect the illness spreading to other staff and children. This is in place for all suspected contagious illnesses. Little Beans follow Public Health Guidance on minimising the spread of contagious illnesses by following the guidance within the Spotty Book ([PHE document \(england.nhs.uk\) https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2019/09/spotty-book-2019-.pdf](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2019/09/spotty-book-2019-.pdf))

Prioritising Children due to staff shortages at Little Beans

Government guidance states that if high levels of workforce absence mean we need to temporarily prioritise places at Little Beans (for example, where a setting is unable to operate at full capacity), we should give priority to children of critical workers and vulnerable children, and then three and four-year-olds, in particular those who will be transitioning to Reception, followed by younger age groups.

Risk Assessment and Step Up / Step Down of System of Control Measures

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place (Step Down)	Further Recommended Controls (Step Up)	Action by Whom
1	Drop off/collection	Parents/Carers, Staff and Children.	Staff and parents choice as to whether they wish to wear masks or not.	If Step Up required due to outbreak –people congregated outside the setting. Tape put out for waiting parents – encourage 2metres distance between families and wearing of masks	All

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place (Step Down)	Further Controls Recommended (Step Up)	Action by Whom
2	Self-Isolation due to testing positive or having covid-19 symptoms. No longer a legal requirement – only a recommendation which could put children and staff at risk if attending the setting and they are mixing with those considered vulnerable.	Staff and children not following isolation periods/staying off work when unwell and mixing with vulnerable children and staff – potentially causing an outbreak.	<p>Management to monitor staff closely to check they have no symptoms/ well enough to be at work.</p> <p>We ask that staff stay off work and complete self-isolation which can end on day 6 if following x2 negative lateral flow tests taken 24 hours apart, the first test should not be taken before day 5. If staff are still testing positive after this day, we ask they continue to take lateral flow tests and encourage them not to return to work until they have x2 negative lateral flows, taken 24 hours apart or up until day 11 - whichever is earlier. If staff attends on day 7 without a negative test – they must be symptom free and Little Beans will take the appropriate action to protect vulnerable children and staff.</p>	Contact Public Health Dorset if Outbreak Occurs to seek further guidance.	All staff and families

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place (Step Down)	Further Controls Recommended (Step Up)	Action by Whom
			<p>If a child or staff member has someone in the household who has tested positive, they can still attend Little Beans, but we ask that they inform us so we can put additional protective measures in place for any vulnerable staff or children attending.</p>		

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place (Step Down)	Further Controls Recommended (Step Up)	Action by Whom
3	Sickness/illness (staff & children)	Staff and Children coming into Little Beans with covid-19 symptoms/are unwell – all staff and children can be at risk, but specifically high risk to vulnerable children and staff.	If staff or children are unwell, we ask them not to be at Little Beans and to recover at home. Staff to self-isolate with child wearing full PPE until parent can collect. If possible, child to be self-isolating outside and not to mix with vulnerable children or staff.	Contact Public Health Dorset to seek further guidance.	All Staff and families
4	Emergency contact details/procedures	Children and staff if they have not updated emergency contact details	Regular reminders to parents to update contact e.g newsletters and emails.	None	Management Team
5	Handwashing Provision is effected and cannot be maintained	Staff and children at risk if hand washing is not maintained or if there is a problem with the facilities (e.g no water due to burst pipe).	Plenty of hand sanitiser available (but not to be used in place of hand washing) Hand washing includes but is not limited to: <ul style="list-style-type: none"> • Arrival at setting, • Returning from breaks/outside • When changing rooms • Before and after eating • After using the bathroom. 	Contact Public Health Dorset to seek further guidance.	All Staff and children

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place (Step Down)	Further Controls Recommended (Step Up)	Action by Whom
6	Unclean equipment or environment	Staff and children higher risk of contracting covid-19 if setting as a whole not cleaned effectively.	Vigorous Cleaning Schedule log in place with detailed guidance for staff, including a drop box in each room to put toys that need cleaning when they have been in children's mouths where contagious illnesses can spread further.	If outbreak occurs, ask cleaning company to increase Bi-Fogging at Little Beans.	All staff Management Team to call cleaners.
7	Sharing of resources which increases potential to spread contagious illnesses.	Children and Staff, if resources are shared germs are more likely to be shared.	Small groups to share toys and cleaned thoroughly before other children can play.	Each group to have their own 'set' of each toys to minimise the need to share resources between rooms. If Step Up Required due to outbreak – do not share between groups.	All Staff
8	Using outdoor space and equipment	Children and staff as a small garden – the shortest width of the garden is just over 2metres.	Garden risk assessed fully before letting children outside.	If step up required - Only small groups of children to use the garden at a time and cleaned down between groups.	All staff

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place (Step Down)	Further Controls Recommended (Step Up)	Action by Whom
9	Supply of PPE	If PPE is broken, risk to children and staff – especially if symptoms present in a child and they are awaiting collection.	Regular stock check on PPE completed by Office team. If low – more is ordered without delay.	None	Lisa
10	Messy Play	Children – risk of spread of contagious illnesses.	Hand sanitising before and after. Not shared between rooms. New playdough made daily. Any malleable materials placed into mouth etc – tray emptied immediately.	If outbreak occurs – Step up - look to minimise messy play to single groups of children (key groups) or single use.	All Staff
11	Outings	Staff and children	Risk assessment for the outing. Take children to the play park but ensure all play equipment is thoroughly wiped before and after use. Minimise the contact between others outside the setting using the same area.	Staff take their own resources and toys to the play area and is not shared with anyone outside the setting.	All staff and children

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place (Step Down)	Further Controls Recommended (Step Up)	Action by Whom
			If the area becomes too busy, then bring the children back to Little Beans.		
12	High number of children or staff having covid-19 symptoms	All – potential outbreak	Natural ventilation – opening windows. In colder weather, windows should be open just enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space.	Seek advice from DFE Covid helpline and Public Health Dorset if more than 4 cases in the setting at any one time.	Management team