**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 Prime Time Kids 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 Prime Time Kids Club identifies ‘several confirmed cases within 14 days’ this may constitute an outbreak.
2. If this situation occurs, this Outbreak Control Plan will be activated.

**Management and Notifications of Confirmed Cases**

1. As with all cases of Covid-19 being identified, Prime Time Kids Club will promptly report to The Department of Education advice line on 08000468687 and selecting option 1 for advice on the action to take in response to a positive case.
2. Follow actions on the Local County Action Cards including emailing Public Health Dorset on [publichealth-hp@dorsetcc.gov.uk](mailto:publichealth-hp@dorsetcc.gov.uk) and the Local Authority named person on [earlyyearsadvice@dorsetcouncil.gov.uk](mailto:earlyyearsadvice@dorsetcouncil.gov.uk)
3. If DFE considers an outbreak to be taking place, they will escalate the notification to the local health protection team themselves and advice on additional actions required.
4. Prime Time Kids Club will follow the advice of Local Authorities, local Public Health teams and PHE (Public Health England) Protection Teams who will make further recommendations.

**Reintroduction of Control Measure**

1. If an outbreak is confirmed, Prime Time Kids 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 operational space, where appropriate.
2. If an outbreak is confirmed Prime Time Kids Club will prioritise enhanced cleaning protocols and hygiene measures. Any anticipated break in service for cleaning will be communicated with all parents and partners if necessary.

**Standing Down**

1. Prime Time Kids Club will work closely with local Health Teams and Authorities to determine when it is appropriate when to stand down from additional measures and notify all parents and partners of next steps as appropriate.

**Prime Time Kids Club will follow the below detailed steps should an outbreak of Covid- 19 be identified.**

**Communication to Parents and Stakeholders**

We shall inform parents/partners via email of any confirmed outbreak as identified by the DFE

**Closure**

If it is felt closure is important to stop the spread of the virus, having taken advice for the DFE helpline, Prime Time Kids Club will inform parents and partners via email, telephone messages.

**Staff Members**

Prime Time Kids Club will support any member of staff needing to self-isolate. Staff must inform the setting as soon as possible so appropriate arrangements can be put in place. If Prime Time Kids Club has a shortage of staff we will call on our bank staff or close the setting until appropriate staffing levels can be maintained. Any staff member who they themselves are positive must stay away from the setting for the required period We will always take swift advice from the relevant bodies to guide us.

Completed by: H Pugh

Date: 7th March 2022