



## **Welldon Kids Club**

### **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 Welldon 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 Welldon 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 Notification of Confirmed Cases**

- 3) As with all cases of Covid-19 being identified, Welldon Kids 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.
- 4) 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.
- 5) Welldon Kids 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. Welldon Kids Club will engage with NHS contact trace 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 Welldon Kids 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, Welldon 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 our operational space, where appropriate.
- 2) If an outbreak is confirmed Welldon 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) Welldon Kids 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

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

**Communication to Parents and Stakeholders**

*Welldon Kids Club will notify all parents via email immediately if an outbreak should be identified.*

**Staff Members**

*If a staff member has not received both vaccinations,*

*If a staff member has had their second vaccination less than 2 weeks from the contact with a positive case they will be asked to isolate by track and trace.*

*If a staff member is double vaccinated, they are not required to isolate.*

*Completed by: Michelle Langley*

*Date: August 2021*

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**Key contacts:**

*DfE Helpline - 08000468687*

*LA Public Health Team - 020333261658*