

Little Explorers Outbreak Management Plan 2021

HAZARD Activity/equipment/ Possible injury/harm/process etc	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
<p>Little Explorers will consider taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by us as an indication for when to seek public health advice if we are concerned. Our extra action will be implemented for whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples. This could include:</p> <ul style="list-style-type: none"> <li>• a nursery class</li> <li>• a friendship group who often play together</li> <li>• staff and children taking part in the same activity session together.</li> </ul> <p>The following is our plan.</p>					
Several confirmed cases in 10 days	Children Staff Families	4	4	16	Local health protection to be contacted to get advice for additional actions to be agreed this will include implementing elements of the outbreak management plan DFE 08000468687 option 1. Ofsted to be informed. Increased testing will be implemented, referring to guidance from the contingency framework, education and childcare settings from assets publishing. If staff test positive, we will call the self isolation Hub for Employers on 020 3743 6715
In the event of an outbreak	Children Staff Families	5	4	20	Government vaccination programme is in place and everyone over the age of 16 are invited to receive vaccinations. Hands, face, space guidance to be followed where possible. Lateral flow testing to be done voluntarily by staff, bi weekly to reduce the risk of asymptomatic staff on site. Tests to continue during any absences, if staff have been in contact with the setting 48 hours previously of a positive test result they must let their manager know and normal procedures for a positive case will be followed. Families of children attending playgroup are also encouraged to do bi weekly lateral flow testing and information about this and how/where to get packs has been sent to parents/carers. Information can also be found on our website. If staff need to go to other settings this must only be done when necessary e.g training etc staff must wear a face covering over their nose and mouth if they can't maintain 2 metre distancing. Hand gel to be used. Face coverings are not classified as PPE and visors are not advised to be worn as an alternative to a face covering as they are unlikely to be effective in reducing aerosol transmission. Staff should provide their own face coverings. A small contingency supply to be available for people who: <input type="checkbox"/> Are struggling to access a face covering

Little Explorers Outbreak Management Plan 2021

					<ul style="list-style-type: none"> <li><input type="checkbox"/> Are unable to use their face covering as it has become damp, soiled or unsafe</li> <li><input type="checkbox"/> Have forgotten their face covering</li> </ul> <p>In the absence of any staff, initially the manager will go into ratio. Children will be based in their setting and not move between other settings except for Forest School.</p> <p>Staff will work in allocated settings, if they need to move buildings, then medical Type 2 face mask must be worn. If staff wish to wear a face covering in their building they may. In case of staffing emergency, the staff might work in a different building , they will need to consider wearing a Type 2 mask. In September, session finish times to remain the same at 15 minutes early and then this will continue to be reviewed in line with current cleaning guidance.</p> <p>Children will be asked to wash their hands:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When they arrive at the setting and when they leave</li> <li><input type="checkbox"/> When they return from breaks</li> <li><input type="checkbox"/> When they change rooms</li> <li><input type="checkbox"/> Before and after eating</li> <li><input type="checkbox"/> After using the bathroom</li> </ul> <p>Daily checklists to be completed by each setting and each setting to have their own supply of PPE, tissues, hand gel etc Extremely clinically vulnerable staff to follow individual guidance from NHS. Clinically vulnerable staff to have individual risk assessment which will be regularly updated, shared and signed with staff. Children will bring in their own pack lunches, these are advised to come in a plastic wipeable lunch bag that can be cleaned. Snacks to be prepared by staff wearing PPE, washing items/removing skins etc. We will follow Actions for Early Years and Childcare providers during the Coronavirus (COVID-19) outbreak July 2021</p> <p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.</p>
Health and safety checks show that the building is safe to open.	Children Staff	3	5	15	<p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> More frequent cleaning of rooms or shared areas that are used by different groups</li> <li><input type="checkbox"/> Frequently touched surfaces being cleaned more often than normal</li> <li><input type="checkbox"/> Cleaning toilets regularly</li> </ul>

Little Explorers Outbreak Management Plan 2021

					<input type="checkbox"/> Encouraging children to wash their hands after using the toilet  Daily checklists will be completed to ensure safety e.g. windows are open, PPE and cleaning equipment are available. Any hygiene health and safety issues to be reported to SLT immediately.
Insufficient Pupil / Staff Ratio to operate the setting safely	Children Staff	3	4	12	SLT to complete Risk Assessment or back to work interviews for staff returning to work. Risk Assessment to be completed for BAME groups and those who are vulnerable. IEP/ EHCP meetings as well as progress meeting to be held virtually where possible. If ratios can't be maintained due to staff illness/covid outbreak then partial/full closure of the setting may be required after referring to PHE. If there is a need to prioritise places, priority will be given to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Vulnerable children and children of critical workers</li> <li><input type="checkbox"/> 3 and 4 year olds, in particular those who will be transitioning to reception</li> <li><input type="checkbox"/> Followed by younger age groups</li> </ul>
Lack of necessary resources.	Children Staff	5	4	20	Regular stock checks of all cleaning/PPE equipment to be maintained and ordered as required e.g. hand soap, disinfectant sprays / liquids, cloths etc.
Children and staff being exposed to other groups	Staff Children Families	5	3	15	Minimise the contact between individuals and maintain social distancing. If at any point social distancing cannot be maintained or in communal areas face coverings to be worn, unless eating/drinking, social distancing MUST be maintained at these times. Staff to wear face coverings at drop off and pick up times (even though this is outside) as personal conversations take place with parents/carers and the 2m social distancing rule cannot always be maintained. Parents to be encouraged to limit the number of settings their child attends, ideally ensuring their child attends the same setting consistently. DFE guidance states that Early years staff are not required wear PPE beyond what they would normally need for this work e.g. staff will wear appropriate PPE when helping children with personal hygiene, administering 1st aid and serving food, staff can wear PPE at other times through personal choice. Any PPE that is worn must be removed and disposed of at work before going home. Social stories on our website to encourage the parents to discuss the nursery routine and the things they need to do (wash hands regularly etc.) Outside to be used as much as possible as this can limit transmission.
Staff/children in the more vulnerable categories including those with EHCP.	Staff Children Families	4	5	20	Children will remain in their buildings except for Forest School. Staff that fall into these categories will have individual risk assessments which must be sign and adhered to, these will be completed by the Manager and individual members of staff. <ul style="list-style-type: none"> <li>• Extremely clinically vulnerable staff to follow individual advice from NHS as to whether they should work from home, be unable to work or can come to work during national lockdown and higher tiers.</li> <li>• Staff with a shielding letter will work from home.</li> </ul>

Little Explorers Outbreak Management Plan 2021

					<ul style="list-style-type: none"> <li>• Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</li> <li>• Parents of extremely clinically vulnerable children should seek advice from GP or specialist to assess if it is safe for them to continue to attend.</li> </ul> <p>Social stories to be shared to support understanding.</p>
Safeguarding	Staff Children Families	4	5	20	<p>Safeguarding policy to be updated and amended as required.            Covid-19 Safeguarding annex to be reviewed and read by staff.            Ensure that safeguarding procedures are followed, all vulnerable children have now returned.            Staff to be aware of identifying signs of abuse and domestic abuse recognising that numbers of DA have increased over this period. Any concerns to be reported to Designated safeguarding lead or deputy.            Lead or deputy to update 1<sup>st</sup> Response with any concerns            Meetings to be attended, where possible this will continue virtually via Teams or telephone. Inclusion Lead/DSL to have brief discussions outside where possible. If face to face meetings need to take place these must be done in a large well ventilated room with the windows open, type 2 face coverings must be worn by staff and parents/carers must wear a face covering, tables and chairs must be sprayed and wiped with anti-bacterial spray after the meeting.            The safeguarding lead or a deputy will be on site at all times when the children are present or will be contactable by telephone. Any updates/advice from LSCB local partnership to be disseminated to staff.            Staff to continue to follow whistleblowing and safeguarding policies if they have concerns about another member of staff/professional who may pose as a risk to children.            Where possible safeguarding/confidential conversations with parents/carers to happen away from other parents/carers by guiding them away from others in an outdoor space where other parents can't hear.            If children are self-isolating keyworkers will make weekly calls to parents. In the event of a full/partial closure this will also happen. Home learning will also take place. If children are at home parents and carers can access:</p> <ul style="list-style-type: none"> <li>• Hungry Little Minds – Simple fun, activities for kids aged 0 –5 . It features tips and practical activities that parents and carers can do at home with children to support their early learning. There are many simple ways to help children learn and it does not have to be formal. Having everyday conversations, make-believe play and reading together all make a big difference to children's development  <a href="https://hungrylittleminds.campaign.gov.uk/">https://hungrylittleminds.campaign.gov.uk/</a></li> <li>• activities for babies, toddlers and children - BBC Tiny Happy People <a href="https://www.bbc.co.uk/tiny-happy-people">https://www.bbc.co.uk/tiny-happy-people</a></li> <li>• Family Zone - National Literacy Trust  <a href="https://literacytrust.org.uk/family-zone/">https://literacytrust.org.uk/family-zone/</a></li> <li>• Help children aged 2 to 4 to learn at home during coronavirus (COVID-19) <a href="https://www.gov.uk/guidance/helpchildren-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19">https://www.gov.uk/guidance/helpchildren-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19</a></li> </ul>

Little Explorers Outbreak Management Plan 2021

					Paediatric 1st aid staff will always be on site.
Entry/exit of children/parents/carers into/off the school grounds/premises at the same time	Children Staff	5	3	15	Parents/carers to maintain 2m social distancing when dropping off. Parents/carers recommended to wear face coverings at drop off and pick up times, these to cover nose and face although this is no longer mandatory. We will continue to recommend advising parents that only one parent / carer is to drop off or pick up and that they should refrain from congregating. Encourage parents to walk or cycle to nursery where possible.
Parents / carers coming onto the school grounds	Children Staff	5	2	10	Parents/carers not currently allowed to enter the nursery buildings and to only briefly communicate with keyworker/bubble staff, any other communication with the setting is through the use of the telephone or email. If children are distressed/not settling then parents can come into the setting (for a limited amount of time, 1 hour max) they must wear a mask and avoid close contact with other children/staff. No one to enter the building if they have any symptoms.
Children, staff, visitors and parents entering the building possibly carrying the virus on their hands.	Children Staff	5	4	20	SLT to ensure that hand sanitiser & soap is in stock and to order as necessary. Ensure that hand sanitiser/handwashing stations are available at entry points and within the classrooms and there is soap always in the bathroom. Staff to ensure that children and staff wash their hands/use hand gel on entry into the rooms/when they come in from the garden, and before/after meal/snack times, all staff and children to wash their hands with soap and hot water Staff to build these routines into the settings culture and staff to ensure children understand the need to follow routines. Staff to share social stories with the children. Handwashing guidance for staff and children displayed around the setting. Hand hygiene guidance to be followed. How to wash your hands NHS ( <a href="http://www.nhs.uk">www.nhs.uk</a> ) Staff to encourage children to avoid touching mouths, noses and eyes. Staff to build the catch it, bin it, kill it approach in their routine. Staff to support vulnerable children to follow routines.
Children, staff, visitors and parents not following good respiratory hygiene measures.	Children Staff	5	3	15	All members of staff to ensure that used tissues are put in bins and that children wash their hands as per the handwashing guidance following the disposal. Catch it, bin it, kill it posters to be displayed around the setting. Staff to role model and teach children about coughing and sneezing into elbows. Face coverings should not be used by children under the age of 3 years as it can increase transmission.
Access to and use of toilet.	Children Staff	5	4	20	Toilets and bathroom areas to have enhanced cleaning and be cleaned regularly throughout the day. Face coverings to be worn when cleaning toilets in case of any splashing. Children must be encouraged to wash their hands thoroughly after using the toilet. Vulnerable children need to be supported by staff. Staff to use antibacterial spray to clean toilet after their use.
Travelling of staff and	Children	5	2	10	Staff to maintain 2m distancing or face coverings to be worn for meetings or entering

Little Explorers Outbreak Management Plan 2021

children around the school building	Staff				<p>another room.</p> <p>Where possible staff to use their own individual equipment such as pens, shared equipment such as IPADs and telephones to be cleaned between use. PPE must continue to be worn for assisting with children's personal hygiene, administering first aid or caring for a child with symptoms.</p>
Staff working at Little Explorers and another Little Explorers setting has confirmed positive cases and risk of transmission.	Children Staff	5	4	20	<p>Member of forest school staff not to enter other settings whilst children are present whilst cases at the other setting Member of staff to maintain social distancing with other members of staff or wear face mask if this is not possible.</p>
Working in an enclosed space with little ventilation	Children Staff	5	2	10	<p>All members of staff to ensure that the building is ventilated throughout the day by opening windows and doors where possible. The temperature in the classroom should remain suitable. In colder weather high windows to be open rather than low windows, increase ventilation when the space isn't occupied e.g. lunchtimes and garden play. Text to be sent to staff and parents advising them to wear additional layers. Fire doors should not be propped open. Unless they provide the only ventilation.</p>
Not being able to adhere to social distancing rules and having the correct PPE to carry out basic First Aid & personal care	Children Staff	5	4	20	<p>Ensure that the usual practises with regards to carrying out first aid are adhered to e.g. wearing gloves, when carrying out first aid / intimate care safely and to re-order stock as necessary. For minor injuries that are treated by staff, normal PPE is to be worn gloves, for major accidents where 1st aider at work or Manager is called, full PPE including gloves, aprons and a type 2 face mask must be worn. First Aid boxes to be checked each term and stock ordered if required</p>
Not being able to adhere to social distancing rules and having the correct PPE to carry out Emergency/ Life Saving First Aid	Children Staff	1	5	5	<p>All members of staff to following existing first aid protocol e.g. telephoning for an ambulance Ensure that there is the correct amount of PPE and first aid kit available in setting for staff to use when carrying out first aid safely. Allocated person to administer First Aid wearing full PPE. The Resuscitation council have advised that during COVID-19 resuscitation breaths should not be given to adults, chest compressions can continue to be done. Both rescue breaths and chest compressions should continue to be given to children if required.</p>
A child or a member of staff presenting with COVID-19 symptoms in the setting.	Children Staff	3	5	15	<p>Distribution of guidance to all families and members of staff about symptoms and self-isolation, anyone with symptoms must not come to the playgroup. Symptoms inc. high temperature, new continuous or persistent cough or loss/change in normal sense of taste or smell (anosmia-smell blindness). Pre COVID-19 symptoms are: being lethargic and general fatigue, tummy upset and sickness in children, sore throat and headache in adults. Staff to ask parents or staff who are off sick if they have any of these symptoms. Delta variant symptoms are sore throat, runny nose, headaches. If a member of staff shows any symptoms they must go home immediately and get PCR tested. Staff must make a contact track and trace. If the member of staff tests positive they must self-isolate for 10 days, any one that has had</p>

Little Explorers Outbreak Management Plan 2021

					<p>contact with this person must self-isolate for 10 days, this includes all members of their household. PHE is recommending that close contacts of PCR positive confirmed cases are offered a PCR test through NHS Test and Trace to improve case finding and reduce the risk of further transmission. SLT to inform Ofsted of any positive case. No action needs to be taken until the test is confirmed as positive.</p> <p>From 16.8.21 adults who have received both vaccinations and have had contact with a person with a positive case do not need to self-isolate.</p> <p>From 16.08.21 children under the age of 18 are no longer required to self-isolate if they are contacted by NHS track and trace, they will be advised to take PCR test</p> <p>If a child is displaying Covid-19 signs at nursery, staff should call their Manager and call parents to collect their child. They will immediately put on PPE and bring child to a well ventilated room where no one else is, and care for them until child is collected. If the child deteriorates or in an emergency (999 will be called. The parents need to arrange for a PCR test, if this is negative then the child can return if they are well and not supported on Calpol. If it is positive then the same guidance will be followed as with a member of staff.</p> <p>After the child has been collected the room will be cleaned with antibacterial spray, all PPE equipment and any cloths used for cleaning or tissues must be put in a plastic rubbish bag and tied. Parents to contact NHS track and trace.</p> <p>If more cases are confirmed outbreak management plan to be followed.</p> <p>Parents to advise setting if children are off sick and the reason for this, if no reason is given or there is no call/email then this must be investigated.</p>
Staff/parents unable to engage with the NHS test and trace process.	Children Staff	3	5	15	<p>Manager must ensure that the staff/parents understand that they will need to be ready and willing to: book a PCR test if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting.</p> <p>All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit.</p> <p>Staff/parents must contact NHS track and trace to provide details of anyone they have been in close contact with. They must immediately inform the Manager of the results</p>
Management of confirmed case of Covid-19 in the setting (Staff or child)	Children Staff	3	5	15	<p>SLT to take swift action when informed of a positive test.</p> <p>Ask staff/parents to contact NHS track and trace. SLT to email Early Years to get up to date advice for contacting parents. Ofsted to be notified</p>
Asymptomatic staff	Children Staff	5	5	25	<p>On site staff to do Lateral Flow Test's to identify asymptomatic people twice a week. This is a voluntary process but the staff are encouraged to take part. Staff report test results to .gov website this to continue throughout holidays and absence.</p>
Staff/children or families returning from another identified country on quarantine	Children Staff	5	5	20	<p>Anyone going abroad to follow government guidance for that Country about isolation periods, testing, red, amber, green list rules for entering England which may result in quarantine/isolation etc <a href="https://www.gov.uk/guidance/travel-advice-novelcoronavirus">https://www.gov.uk/guidance/travel-advice-novelcoronavirus</a></p>

Little Explorers Outbreak Management Plan 2021

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Meal and snack times	Children Staff	5	4	20	Parents encouraged to use a plastic washable/wipeable lunchboxes. Parents to be encouraged to use packaging/containers that children can open themselves.
Items of classroom equipment / resources not being cleaned and being used by different buildings	Children Staff	5	3	15	A broad and balanced curriculum which encourages learning across the 7 areas of the EYFS to be offered. Staff to encourage and practise good respiratory hygiene and handwashing through songs, games, repetition and role play e.g. we going to the shops put hand gel on and put on masks. Soft furnishings must be cleaned/washed regularly or if becomes dirty. This includes rugs, cushions etc Create a cleaning schedule that ensures cleaning is enhanced Toys/resources and equipment to be cleaned more frequently at least once per week, in areas where the children chew/mouth toys these should be cleaned after being put into the children's mouths. Rotas should be in place to regularly disinfect all surfaces and touch points such as door handles etc. more often than normal. Enhanced cleaning of food preparation and dining areas. Children to wash their hands regularly when messy play is out. Malleable materials / sand / playdough / water / mud / tactile / messy play are only used by consistent group of children these should be cleaned/replaced as required. Children's aprons to be washed at least once per week or when dirty. Role play costumes to be washed at least once per week or when dirty. Soft bodies dolls to be washed at least once per week or when dirty. Resources such as books not to be taken home to limit transference. Outdoor play equipment should be cleaned more frequently than normal.
Singing	Children Staff	4	5	20	Singing can happen in building groups, consideration for space and ventilation must be taken into account about how many people can participate. Keep background music or accompanying music levels to be low to avoid raised voices / shouting
Offsite trips	Children Staff	2	5	10	Offsite trips can take place, as long as it is for education/childcare purposes. Ratios must be maintained Hands must be washed before going and on return 2 metre distancing rule with other members of the public must be adhered to. Normal trip risk assessment to be read and followed
Wellbeing of staff, children and families	Children Staff	5	3	15	Some children may return unsettled, social stories have been shared with parents for them to prepare their children for returning, these will also be discussed at nursery. Staff to discuss any concerns about the wellbeing of children with SLT who will look into additional support. Some children may be feeling anxious, staff will work with parents about the best way to re-introduce/introduce coming to nursery. This pandemic has made lots of people anxious and worried (bereavements, financial implications etc.) if any parents/carers need support staff should signpost them to the safeguarding and welfare lead and Information on children's wellbeing to be sent to parents and put on our website If staff are feeling anxious or worried they can come and speak to Alison at any time.



Little Explorers Outbreak Management Plan 2021

					Staff returning to work will have back to work interview. Staff can also seek advice through The employee assistance programme 0800 0280199 or <a href="https://healthassuredeap.co.uk/">https://healthassuredeap.co.uk/</a> Username: Wellbeing Password: MindTestWorm24
Comforting distressed children	Children Staff	5	5	25	Staff to wash hands for a minimum of 20 seconds after having skin to skin contact with a child.
Parents returning nursery clothes	Children Staff	5	5	25	All returned clothes must be quarantined for 72 hours before being re used
Children's belongings	Children Staff	5	5	25	Children can bring in a named bag with spare clothes (nappies/wipes if required) and lunchboxes, coats, wellies. We discourage any other items being brought into nursery unless this has been previously agreed.
Birthday celebrations	Children Staff	5	5	25	Individually wrapped sweets/chocolates can be brought in by parents, these will be handed out by the staff wearing gloves at the end of the session. Cakes will remain boxed while singing and then cut in the kitchen and wrapped into single slices for children to take home.
Application of sun cream	Children Staff	5	4	20	Staff to wear gloves when applying sun cream to children, new glove to be used for each child.
Large numbers of staff, pupils and parents attending gatherings e.g. assemblies, plays, fayres etc.	Children Staff	5	4	20	Social gatherings such as stay and play and induction will not take place until further notice. Induction and Tapestry power point presentations will be sent to parents by emails and added to our website If staff gather from different buildings for meetings/training 2m distancing to be adhered to. If this is not possible face coverings should be worn. Parents progress meetings to take place via telephone calls.
Areas used by different staff e.g. office areas, staff room	Children Staff	5	4	20	Staff using staff room to ensure that surfaces are sprayed and wiped with antibacterial spray before leaving so that it is clean for other people to use. Staff entering the room are also welcome to clean surfaces before use to ensure this is done. Some offices/desks/rooms may be shared to utilise the spaces in the setting and ensure 2m distancing is maintained. Different people may use the same desks at different times, surfaces, phones etc should be cleaned with antibacterial spray when staff have finished using the area, staff entering the room are also welcome to clean surfaces before it is used to ensure this is done.
Emergency procedures (fire evacuation/lockdown)	Children Staff	5	4	20	System testing of fire equipment, access etc to continue as normal. Emergency fire drills and lockdown to be practised as normal but allowing for social distancing. All groups to meet in normal places.
Visitors / Volunteers/contractors entering the school building	Children Staff	4	2	8	Volunteers not to attend settings until further notice If professionals such as SALT, social worker, educational psychologists need to do direct work with children they are able to if their work place risk assessment allows them to. Tutors and assessors may also visit apprentices but the same procedures apply. All visitors to the setting must make an appointment, we can only have 1 visitor per class at a time, they must check in via the App or complete a track and trace form, they must wear a face coverings and wash/sanitise hands before entering. Where possible they should do the work on a 1:1 basis away from other staff and children, if they need to see interaction with others they should adhere to social distancing and limit the time as much as possible. All visitors (that are coming into the buildings for more than

Little Explorers Outbreak Management Plan 2021

					<p>15 minutes) are requested to do a LFT before coming and should confirm that this is negative on arrival.</p> <p>Visits for prospective parents/prospective new staff to be on a single person basis at a time. Parents must check in via the App or complete track and trace forms, wear face coverings and wash/sanitise hands before entering.</p> <p>Transition visits for new starters can take place face to face, these must be done in a well ventilated room, parents must wear a face covering and staff must wear a type 2 face covering. The area must be wiped with antibacterial spray between each meeting.</p> <p>Engineers/contractors to check in via the App or complete track and trace forms, wear face coverings and wash/sanitise hands before entering.</p> <p>Interviewees to follow the system of control measures such as checking in via the App or completing track and trace forms, wearing face coverings or adhering to 2m social distancing and washing/sanitising hands before entering and confirming a negative LFT.</p>
Increase of transmission due to mixing with more people for transitions		4	4	16	<p>New starters group will not take place. yet</p> <p>Home visits will not take place yet, parents will be invited to the setting for appointments to meet keyworkers, complete any paperwork, discuss start date and settling in.</p> <p>Exchanging information between nursery and primary schools to be done over the phone unless there are concerns about the transition or for SEND children.</p>
SLT having face to face committee meetings on site		4	3	12	<p>Only committee meetings to take place as there is a maximum of 6 people.</p> <p>Check in via the App or Track and trace forms to be completed when signing in.</p> <p>Hands to be washed or sanitised on arrival.</p> <p>Ensure the staff room is ventilated throughout the meeting by opening windows and doors where possible.</p> <p>Tables and chairs to be cleaned prior to and after the meeting. Attendees to ensure they sit 2 metres apart from the next person or face masks to be worn.</p>

This Management Plan was adopted at a meeting of the Senior Leadership Team

Little Explorers Playgroups

(name of provider)

Held on

24/08/2021

(date)

Date to be reviewed

31/12/2021

(date)

Little Explorers Outbreak Management Plan 2021  
Signed on behalf of the management committee

*Alison Bates*

Name of signatory

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Alison Bates

Role of signatory (e.g. chair/owner)

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Owner

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