

Standard Operating Procedure (SOP) Covid-19 Prevention and Incident/Outbreak Management Out of School Settings & Childcare Provision

The following summarises roles and responsibilities of agencies in the prevention of and response to outbreaks. This SOP will be updated to reflect any changes/strengthening of arrangements, including lessons learned from responding to incidents/outbreaks (locally / regionally / nationally).

This SOP covers all provision of childcare outside of school hours, including breakfast clubs, after school clubs and holiday club provision, which take place in education and community settings. These are referred to as the “host venue” throughout this SOP. The primary point of contact in these settings is referred to as the “venue manager”

Oversight/implementation of SOP	
Bronze Group Ownership	
CLT lead	
Relationship manager (LBH officers leading role in communicating with settings)	
Public Health lead officer(s)	
Health and Safety lead officer	
Who holds contact details (including OOH contact details for providers)?	

Data and reporting	
Data in CTAS and HPZone systems	LCRC / PHE
Reports (from CTAS and HPZone) provided to local authorities [DN timescales]	LCRC / PHE

1. Prevention and early intervention

This section sets out actions required to reduce the risks of outbreaks in these settings.

	Actions	Responsible Organisation
1.1	Provide guidance to settings on undertaking risk assessment and infection prevention/control. Ensure host venue is Covid-secure, including undertaking risk assessments and implementing recommendations.	LBH Education Services and Health & Safety
1.2	Ensure host venue is Covid-secure, including undertaking risk assessments and implementing recommendations. All aspects of host venue to be subject to risk assessment, including buildings, activities, individual staff. Setting to risk assess individual children with additional health needs / SEND.	Venue Manager (Buildings) Setting (Individuals and Staff)

1.3	Setting to carry out any risk assessment necessary to ensure their provision/ business operation is Covid-secure.	Setting
1.4	Targeted comms to communities based on: <ul style="list-style-type: none"> - Latest Government Guidance - Localised messaging according to need (providing the information in key community languages) 	LBH Comms
1.5	Adopt appropriate infection prevention control policies and procedures, covering for example: <ul style="list-style-type: none"> • Host venue responsible for letting premises to be assured that setting has undertaken risk assessments, and that the host venue's Covid-secure status is not compromised • Promoting awareness of infection prevention control among children, staff and wider venue users/ community (parents, carers, visitors) 	Venue Manager Setting
1.6	In the event of a symptomatic staff member or child: <ul style="list-style-type: none"> • follow PHE guidelines on isolating suspected cases, PPE and cleaning. • give appropriate advice to parents/staff, including the need for whole household to isolate, and that symptomatic individual must access a Covid-19 test. 	Setting
1.7	Maintain contact with symptomatic staff and parents of symptomatic child until test results are known. If the test results are positive, follow incident response actions set out below. (Section 2.1.4)	Setting
1.8	Advise Relationship Manager (Public Protection Team) in the event of any of the following: <ul style="list-style-type: none"> • Positive test in staff member or child • Notification of a positive case by NHS Test and Trace • Staff / children advised to isolate by NHS Test and Trace 	Setting

2. Incident Response

This section sets out actions required in the event of the following concerns:

- 2.1 Staff member or child become symptomatic while in setting
- 2.2 Staff member or child become symptomatic out of setting
- 2.3 Positive test in staff or child / Notification from Test and Trace Level 2
- 2.4 Household contacts of staff or children test positive
- 2.5 Staff or child advised by Test and Trace to isolate

2.1 Staff member or child become symptomatic while in setting		
	Actions	
2.1.1	Follow PHE guidelines on isolating suspected cases, PPE and cleaning.	Setting / Venue Manager (if applicable)

2.1.2	Give appropriate advice to parents/staff, including the need for whole household to isolate, and that symptomatic individual must access a test.	Setting
2.1.3	Maintain contact with symptomatic staff and parents of symptomatic child until test results are known.	Setting
2.1.4	In the event of a positive test, setting to: - Advise relationship manager (Public Protection Team) - Inform parents that all children within the same group or bubble as the child who has tested positive will need to self-isolate and obtain a test - Respond to requests from Contact Tracing team, providing details of any other attendees of provision	Setting
2.1.5	Maintain records of situation (detail anonymised)	LBH Relationship Manager
2.1.6	Escalate to DPH/Consultant when any additional complexity / concerns (i.e. family unwilling/unable to access test / unclear test results / several individuals becoming symptomatic at the same time, etc) or when test result positive (continue to 2.3 below)	LBH Relationship Manager

2.2 Staff member or child become symptomatic out of setting		
	Actions	
2.2.1	Setting to ascertain whether any unexpected absences are due to covid-related symptoms	Setting
2.2.2	Give appropriate advice to staff/ parent of symptomatic child, including the need for whole household to isolate, and that symptomatic individual must access a test.	Setting
2.2.3	In the event of a positive test, setting to respond to requests from Contact Tracing team, providing details of any other attendees of provision.	Setting

2.3 Positive test in staff or child		
	Actions	
2.3.1	Receive notification of positive laboratory result from Test and Trace level 2	LCRC (level 1)
2.3.2	As per 2.1.4-2.1.6 DPH/Consultant to be advised through local escalation process	Setting / LBH Relationship Manager
2.3.3	LCRC to inform DPH / Deputy	LCRC
2.3.4	LCRC to provide advice to provider on infection control, manage cases and contacts, and arrange testing	LCRC
	In the event of a cluster/outbreak in a setting (2 positive cases in 14 days), go to 2.3.5 In the event of a single positive test, go to 2.3.9	
2.3.5	DPH <u>may</u> choose to request a mobile testing unit to attend, which LBH Emergency Planning team would organise	Emergency Planning
2.3.6	LCRC to provide information materials to the setting	LCRC

2.3.7	LCRC <u>may</u> convene an Incident Management Team, if considered necessary	LCRC
2.3.8	If LCRC decides not to convene an Incident Management Team, the DPH <u>may</u> decide to convene a Team	DPH
	Whether or not an Incident Management Team is convened, the local authority will undertake the following	
2.3.9	Communications for <ul style="list-style-type: none"> • elected members • any further communications necessary including monitoring social media / advising education settings on messaging / responding to press enquiries 	LBH Comms / DPH
2.3.10	Support setting with communications to parents	DPH
2.3.11	Providing support to vulnerable cases / close contacts who are isolating, or signposting to appropriate sources of support/advice	Community/ Voluntary Bronze Group
2.3.12	Liaise with CCG and health providers, where appropriate.	DPH
2.3.13	LCRC to recommend ongoing control measures to setting	LCRC
2.3.14	Reinforce prevention messages	LBH Comms/ DPH

2.4 Household contacts of staff or children become symptomatic		
	Actions	
2.4.1	Ensure that staff members and parents of children attending the setting are aware that, in the event of a household member becoming symptomatic, all household members should isolate immediately, not attend the provision, access a test and notify the provider.	Setting
2.4.2	Advise Relationship Manager in the event of positive test results.	Setting
2.4.3	Maintain records of situation (detail anonymised)	LBH Relationship Manager
2.4.4	Escalate to DPH/Consultant when there is any additional complexity / concerns (i.e. family unwilling/unable to access test / unclear test results / several individuals becoming symptomatic at the same time etc) or when test result positive (continue to 2.3 below)	LBH Relationship Manager
2.4.5	NHS Test and Trace make contact with positive cases and trace/advise close contacts	NHS Test and Trace Levels 2 & 3

2.5 Staff member or child advised by Test and Trace to isolate		
	Actions	
2.5.1	NHS Test and Trace make contact with positive cases and trace/advise close contacts. If not escalated through to LCRC this would likely indicate exposure outside of the provision.	NHS Test and Trace Levels 2 & 3

2.5.2	In the event of a staff member or child being advised by Test and Trace to isolate, provider to respond to requests from Contact Tracing team, providing details of any other attendees of provision.	Setting
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