



## **The Cabin Crew Out of School Club Covid 19 Outbreak Management Plan**

This plan has been developed, and will be updated and revised as appropriate in accordance with regular review and change of guidance, to ensure clarity in relation to the responsibilities and actions that will be taken should an outbreak be identified at The Cabin Crew Out of School 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 Cabin Crew 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, Cabin Crew will promptly report to Department for Education advice line on 0800 046 8687 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) Cabin Crew 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. Cabin Crew will engage with NHS contact trace process by providing appropriate contact and attendance information if and 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 Cabin Crew 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, Cabin Crew 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 Cabin Crew will prioritise enhanced cleaning protocols and hygiene measures. Any anticipated break in service for cleaning will be communicated with all parents and committee if necessary.

### **Standing Down**

- 1) Cabin Crew 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 committee of next steps as appropriate.

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## **The Cabin Crew will follow the below detailed steps should an outbreak of Covid-19 be identified**

### **Communication to Parents and Committee**

*Parents and Committee members will be contacted via email or phone within one day of our Outbreak Control Plan being implemented. The Manager is responsible for implementing and communicating the plan to others.*

### **Returning to Setting Protocol**

*Where a child has been asked not to attend school due to being identified as a close contact or having symptoms of Covid-19, in order to protect other children and staff from possible infection, the child would also not be permitted to attend Cabin Crew.*

### **Staff Members**

*Cabin Crew staff were offered the vaccine, and bookings were organised by the Manager. We will encourage new staff who are eligible for the vaccine, to attend booked appointments where possible. New staff to inform the Manager when vaccine has been given.*

*Staff are no longer required to self-isolate if they live in the same household as someone with Covid-19 or are a close contact as long as they are fully vaccinated or are below the age of 18 years 6 months. Instead they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. Staff who test positive will need to self-isolate regardless of their age or vaccination status. Any staff member showing symptoms of Covid-19 must also self-isolate. Staff to inform the manager in either case.*

**Lateral Flow Testing** – *staff to continue to undertake twice weekly home testing.*

## **Outbreak Management Actions**

**Face coverings** - *Will be reintroduced in the event of an outbreak for staff and visitors to the club. The Manager will ensure that the club has a sufficient stock of PPE, including face masks, at all times.*

### **Good hygiene practices to be followed –**

- **Hand** – *frequent and thorough hand cleaning (using soap and water or hand sanitiser) should remain regular practice.*
- **Respiratory** – *‘catch it, bin it, kill it’ continues to be very important.*
- **Cleaning** - *Our schedule of cleaning areas (including kitchen and toilets) and equipment twice daily, with a focus on frequently touched surfaces will be maintained. A thorough clean of Cabin Crew areas undertaken weekly.*

**Ventilation** - *The club must remain well ventilated with all windows and exterior doors open as much as possible. In cold weather, doors to be opened for at least 15 minutes every hour.*

**Outside Play** - *Children will be encouraged to play outside as much as possible, weather permitting.*

**Bubbles** - *may be reintroduced for a temporary period, to reduce mixing between groups. These would revert to KS1 in the middle room and KS2 in the end room, with each year group kept separate as far as possible. The marquee can be used temporarily as an additional bubble space.*

**Visitors –**

- *in the event of the Outbreak Management Plan being invoked, parents/carers will leave and collect children from the black gate and not enter the Cabin Crew building without good reason.*
- *Visitors to the club will be limited while the Plan is in place.*
- *All visitors will be expected to wear a face covering and will be informed of this when a meeting is booked. This can be removed for the meeting if social distancing is possible.*
- *Where possible, conversations between parents/carers and staff will be either over the phone, via email or outside if social distancing allows.*

**Holiday club –** *In the event of this Plan being implemented, Holiday Club, if running, will be offered only to children attending Sidegate Primary School.*

*Completed by: Heather Osborn*

*Date: 25<sup>th</sup> August 2021*

**Key contacts:**

**DfE Helpline -** phone: 0800 046 8687 option 1

**Local PHE Team –** *EastofEnglandHPT@phe.gov.uk*  
Phone: 0300 303 8537 option 1