



## **Covid 19 Contingency 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 Funtastic Kids holiday club.

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts

The isolation period for positive covid cases has been reduced to 5 days if a negative lateral flow test is confirmed on day 5 and day 6.

### **Notification and Activation of the Outbreak Control Plan**

- 1) According to the 'Covid 19: Actions for out of school settings July 2021 guidance, if Funtastic Kids identifies "several confirmed cases within 14 days" this may constitute an outbreak. After 2 confirmed cases within 14 days, we will contact the local public health team for advice.
- 2) If this situation occurs, this Outbreak Management Plan will be activated.

### **Management and Notification of Confirmed Cases**

- 1) As with all cases of Covid-19 being identified, Funtastic Kids will promptly report to Ofsted and the relevant local health protection team via email.
- 2) If the local health protection team considers an outbreak to be taking place, they will advise on additional action required.
- 3) Funtastic Kids 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) Out of school club providers will no longer carry out routine contact tracing. Close contacts will be identified and contacted by NHS Test and Trace.
- 2) Funtastic Kids will engage with NHS contact trace process by providing appropriate contact and attendance information as requested. This is covered in our Covid-19 policy.



- 3) NHS Test and Trace will identify close contacts directly with the positive case not Funtastic Kids in most cases.
- 4) 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, Funtastic Kids 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 Funtastic Kids 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) Funtastic Kids 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

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

### **Communication to Parents and Stakeholders**

- Emails will be sent to notify all parents of children attending the camp in the last 48 hours if there have been several confirmed case by PCR test and advise parents to be vigilant to symptoms developing.
- Email will remind parents to keep children at home if any symptoms develop
- Host schools will be notified via email

### **Closure of 'groups' (if appropriate) or setting**

As per our risk assessment, close contact should be minimised at all times. However, if close contacts are identified, parents will be asked to collect children from our camp and keep them at home until the case is confirmed or isolation time is complete or a negative PCR test is confirmed.

If there is insufficient staff to provide a safe ratio of staff to children, depending on the ages of the children, then Funtastic Kids may take the decision to close a setting. All parents in this instance will be reimbursed. If possible, places for children of key workers or vulnerable children may be found at an alternative Funtastic Kids setting.

### **Returning to Setting Protocol**

Children will be able to continue to attend camp if they have come into contact with a positive case, however they will need to stay at home until a negative PCR test if the contact is identified as having Omnicron. Staff who have received the double vaccination dose will be able to continue to attend camp.



### **Staff Members**

Staff members will be completing lateral flow tests at least twice per week. If a LFT is positive, staff will contact managers and organise a confirmatory PCR test. While awaiting the results of the PCR test, staff will need to self-isolate. If the PCR test is confirmed positive, the staff member will need to communicate with NHS Test and Trace to identify close contacts and confirm isolation period. The staff member will not be able to return to work during their isolation period.

Staff bringing their own children to camps who are secondary age, should encourage their child to also take part in the lateral flow testing.

Staff members must notify the managers if they have been notified by NHS Test and Trace to self-isolate and then must not attend the camp for the required time.

Staff will be asked to notify Funtastic Kids managers of their vaccination dose and if required, may be asked to show their passport.

Staff will be encouraged to have their booster vaccination as soon as possible.

### **Contingency Planning**

Funtastic Kids will be trying to ensure every child receives the quantity and quality of education and care to which they are normally entitled, and this includes those children participating in the Government Funded HAF (Holiday Activities and Food) programme.

As far as possible, Funtastic Kids will avoid sending home large groups of children and staff, and where possible, avoid closing camps or clubs. However, where there is insufficient staff to manage children in a safe environment, the company will take steps to close the club and notify parents as early as possible.

In light of a local outbreak, we may need to reintroduce the following measures:

#### **Bubbles or groups**

#### **Restriction of food activities**

#### **Restriction of visitors and parents into the setting**

#### **Consistent use of face coverings**

Completed by: Louise Holloway, Managing Director, Funtastic Kids

Date: 4<sup>th</sup> January 2022

Suggested date of review: 1<sup>st</sup> March 2022

#### ***Key contacts:***

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