

## Developing your Contingency Framework

As you know, we are now in Step 4 of the COVID-19 Roadmap where we are trying to learn to live with the virus. However, rates are still high in West Sussex, and the advice from our Director of Public Health is that we should continue to take precautions. This includes continuing to wear face coverings in situations when we'll be in close contact with others, washing our hands frequently, letting fresh air into our homes and workplaces and continuing to practice social distancing where possible.

In the light of updated government [guidance](#), early years and childcare settings should now review their risk assessments, including updating their Contingency Framework, sometimes known as an Outbreak Management Plan.

### Top Tips for a good Contingency Framework

It should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures you might be asked to put in place (described in measures that settings should plan for - page 12 of the guidance - and [Actions for early years and childcare providers during the COVID-19 pandemic](#))

For each control measure you should include:

- actions you would take to put it in place quickly
- how you would communicate changes

### For all cases relating to staff

Please see the guidance for workplaces: [NHS Test and Trace in the workplace](#). 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. Early years and childcare settings should also notify [Ofsted](#) and the [Family Information Service](#) of all positive cases within their setting.

The [Operational Guidance](#) sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The **current thresholds**, detailed below, can be used by settings as an indication for when to seek public health advice if you are concerned.

From 23 August: whichever of these thresholds is reached first:

- 5 children or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Page 19 of the document describes what close mixing might look like in an early years setting.

If you need additional support with planning your COVID-19 measures or you are concerned about an outbreak in your setting, please get in touch.

For advice from the Local Authority or an Early Years and Childcare Adviser, please contact the Family Information Service

- [family.info.service@westsussex.gov.uk](mailto:family.info.service@westsussex.gov.uk) or call 01243 777807

For advice from Public Health, please contact Surrey & Sussex Health Protection Team (HPT)

- [ICC.SurreySussex@phe.gov.uk](mailto:ICC.SurreySussex@phe.gov.uk)

Contacting the HPT by phone: All COVID enquiry calls to your local HPT should be made via the main South East PHE Centre number (0344 225 3861) and select option for local health protection team.

For advice from Environmental Health, please contact your local district or borough council – [Full list of West Sussex district and borough councils - West Sussex County Council](#)