

Covid-19 Outbreak Management Plan

From September 2021

Heamoor CP School



COVID-19 - Outbreak Management /Contingency Plan Guidance

OFFICIAL

Introduction

This Outbreak management plan has been devised using the DfE checklist which was designed to help education and childcare settings create a plan to manage outbreaks of COVID-19 through a series of measures that are proportionate and appropriate to the setting and risk involved.

This checklist is based on the [DfE's Contingency Framework](#) and clarifies the process for seeking additional support if required.

The key principles set out in the contingency framework are:

- **maximise the number of children in face-to-face education or childcare and minimise any disruption in a way that best manages the COVID-19 risk**
- **managing transmission should be weighed against any educational interruptions**
- **measures should affect the minimum number of children for the shortest time**
- **attendance restrictions advised as a last resort**

The contingency plan (or outbreak management plan) describes how we will respond if children, pupils or staff test positive for COVID-19, and how we will operate if advised to reintroduce any measures to help break chains of transmission.

Such measures should be considered in addition to the day to day control measures being implemented by settings, and will fall into 3 categories:

1. **Baseline control measures (green)** – settings can implement any of these without additional support/approval and prior to an outbreak
2. **Additional outbreak control measures** – once the threshold is met.
3. **Enhanced outbreak control measures** - some, or all of these measures may be recommended following a risk assessment with local authority public health or the SWHPT.
4. **Exceptional outbreak control measures** – these measures may be recommended in exceptional circumstances following a joint risk assessment (education and public health) via an Outbreak Control Team (OCT) meeting

The DfE has now defined 'thresholds' to indicate that transmission may be occurring within a setting and additional control measures may be needed. For most education and childcare settings, whichever of these thresholds is reached first:

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

Plus, additional health protection thresholds for support:

- There are any admissions to hospital for ARI/COVID-19
- You are having problems implementing the control measures.
- You have applied the control measures and are still seeing a significant rise in cases.

Senior Leaders will report an outbreak for risk assessment if we meet the below thresholds(s) via the local process **or** via DfE helpline (0800 046 8687).

COVID-19 - Outbreak Management /Contingency Plan Checklist

Please note the following considerations, should attendance be restricted for any reason:

Remote Learning:









High-quality remote learning in schools, further education and higher education settings should be provided for all pupils and students if:

- they have tested positive for COVID-19 but are well enough to learn from home; or
- attendance at our setting has been temporarily restricted

Safeguarding measures:

- Review child protection policy to make sure it reflects any local restrictions and remains effective.
- Aim to have a trained DSL or deputy DSL on site wherever possible.
- If the DSL (or deputy) can't be on site, they can be contacted remotely by email;
head@heamoor.cornwall.sch.uk (DSL)
lesley.osborne@heamoor.cornwall.sch.uk (Deputy DSL)
tamsin.cocks@heamoor.cornwall.sch.uk (Deputy DSL)

The following is a list of baseline control measures that *all settings could have in place at all times*

Baseline Measures in place at all times	In place
Follow and promote public health guidance on testing, self-isolation and managing confirmed cases of COVID-19	
Setting based contact tracing of staff cases with staff contacts reported to isolation hub (020 3743 6715)	
Maintain appropriate cleaning regimes incl. daily fogging, door handle cleaning twice daily	
Keep occupied spaces well ventilated	
Appropriate use of PPE	
Deliver strong messaging about signs and symptoms of Covid-19, isolation advice and testing to support prompt isolation of suspected cases	
Encourage vaccination uptake for eligible students and staff	
Promotion of regular LFD testing for all staff (twice weekly min.)	

Additional outbreak measures	
Provide warn and inform information to identified group (e.g. <i>class, year group, common activities group</i>).	Letter template provided by PHE – altered to fit affected year group(s) and the rest of the school
Promote use of LFD testing to identify asymptomatic cases	Request that parents ensure children undertake daily LFD testing
Strengthened communications to reinforce advice on symptoms and case isolation	Use of Class dojo between teacher and parents to keep them updated and offer advice/guidance
Consider moving activities outdoors, including exercise, assemblies and classes	Assemblies to cease (avoid unnecessary mixing) Separate class breaktimes / lunchtimes for specific groups
Further improvement of ventilation indoors (where this would not significantly impact thermal comfort)	All windows open – pupils/staff to be advised to wear additional layers
One-off enhanced cleaning focusing on touch points and any shared equipment	Increased cleaning of classroom surfaces using anti-viral sprays – minimum end of morning session Door handles and surfaces cleaned as part of normal daily cleaning regime in addition
Review and reinforcement of hygiene measures	Increased hand washing to include; on entry, before/after breaktimes & lunchtimes, before home time
Identify close contacts	Children to be allocated set seating to enable tracking of close contacts
Consider reducing mixing across classes	With higher case rates; class to revert to in-class lunchtimes (eating) & use of the top playground for playtimes and lunchtime exercise. Communal spaces should not be used by children in these classes incl library, Hub, Hive
Temporary reinstating face coverings in communal areas for staff	Where there is high community transmission and/or high risk of transmission within the setting Ensure communal spaces are well ventilated Face coverings to be used outside base classroom

Enhanced Outbreak Control Measures

Some, or all of these measures may be recommended following a risk assessment with local authority public health or the SWHPT. These are likely to be considered when:

- *There is evidence of transmission within the setting, and additional measures will add value in reducing the risk of ongoing transmission; and/or*
- *There are multiple groups within the setting who meet the threshold for considering additional action (as this may indicate increased risk of transmission within the setting)*

Measures	Action	Additional planning
Increased frequency of LFD testing	Request daily testing is undertaken	<ul style="list-style-type: none">• Advise on local processes for accessing test kits if necessary
Promoting social distancing and reducing crowding; & Introduce methods to reduce intergroup mixing	Limit: <ul style="list-style-type: none">• whole setting activities incl. assemblies / shared lunch facilities• re-bubble plan to be introduced temporarily (see appendix) includes separate lunchtime arrangements and separate breaktimes Reintroduce: <ul style="list-style-type: none">• Staggered parent drop off/pick up times for parents and children• Staggered staff breaks & limit no. of people in shared spaces e.g. staff room For single year group outbreaks; consider limiting access to communal staff areas for the staff in that class	Use previous Risk Assessment regarding implementation of any of these measures to adjust school organisation. <ul style="list-style-type: none">• Clear comms: to parent / carers and on your setting website e.g. In implementing these structural changes state how will you ensure: <ul style="list-style-type: none">• Equal access to teaching and learning for all• EHCP requirements will be met• Provision for CiN, CYP on CP Plan, and LAC will be met• Sufficient staffing capacity ensures effective curriculum delivery
Reducing mixing of staff e.g. by holding meetings remotely	Limit / review necessity for: <ul style="list-style-type: none">• staff face to face meetings• onsite CPD• Governor meetings/visits• monitoring visits	
Limitation of residential education visits, open days, transition/taster days, parental attendance, live performances	Limit / review necessity for: <ul style="list-style-type: none">• residential trips• sporting events• open days, transition or taster days• parental attendance in settings and at performances	

Exceptional Outbreak Control Measures -These measures may be recommended in exceptional circumstances following a joint risk assessment (education and public health) via an Outbreak Control Team (OCT) meeting

Measures	Action	Additional planning
Attendance restrictions (see below for types of restrictions)	<p>NOTE: Any restrictions to the attendance of pupils (non-cases) may only be considered in extreme cases 'as a short-term measure and as a last resort'. where other measures have been implemented and have not broken chains of transmission</p> <p>In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</p> <p>Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised.</p>	
a. Partial closure	Contact tracing <u>in an outbreak situation</u> is now termed as ' partial closure ', as legally only over 18s who have not had both vaccine doses, or those with symptoms / those who have tested positive can be asked to isolate by NHS Test and Trace and those exempt do not need to isolate.	<p>In the circumstance of a large number of children and/or staff need to go home and stepped up measures to break a chain of infection. The following measures will be put in place;</p> <ul style="list-style-type: none"> • Remote learning plans are available on the individual class pages of the website • Information re. remote learning is shared via Class Dojo and Google Classroom (KS2 only) • Those children in receipt of benefits related Free School Meals will be provided with either supermarket vouchers or individual food parcels created by our school kitchen team appropriate to either a partial or full closure situation. • Lunch parcels are collected from school by parents and supermarket vouchers are distributed via email • Further information would also be made available via the covid-19 information page on our school website
b. Full closure	When transmission reaches the point that partial closures and/or staffing capacity can no longer maintain safe teaching and learning within the setting, the outbreak control process may recommend a move to remote learning for the whole school for a short period of time.	
c. Wraparound care	Limit access to before and after-school activities and wraparound care during term time to those that need it most.	