

COVID-19: outbreak management plan



Outbreak Management Plan Document Status			
Date of Policy Creation	16 July 2021	Chair of Governors	Gill Stubbs
Adoption of policy by Governing Board	20 July 2021	Executive Headteacher	Denise Garner
Inception of new Policy	6 September 2021	Governor/Staff Member Responsibility	Denise Garner/Sara Griffiths
Date of policy review	June 2022	Day Care Manager	Stacey Hanson

‘Love, Laugh, Learn’

Resourcefulness, Reciprocity (Teamwork), Reflectiveness, Resilience

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE) and will be used alongside the latest Government Guidance and the controls that are already in place for hand hygiene, ventilation and enhanced cleaning in the Covid Risk assessment.

The purpose of this plan is due to the government making it a national priority that education and childcare settings continue to operate as normal during the COVID-19 pandemic. The DfE’s COVID Contingency Framework states that schools should have an outbreak management plan, which describes how they would operate if there was an outbreak in school.

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage increased transmission of COVID-19 within the school when the following thresholds are reached
 - 5 children, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;
 - 10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a ‘variant of concern’ (VoC) or a variant under investigation (VUI)
- If thresholds are exceeded an outbreak occurs, we will work with Telford & Wrekin Health Protection Hub (HPH) to help identify individuals who may have been in contact with known infectious individuals

We will notify the HPH if we are aware of any staff or pupil that has been hospitalized due to Covid -19

2. Roles and Responsibilities

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings.

We will notify the HPH of all confirmed positive cases in staff and pupils using the online notification form https://www.telford.gov.uk/info/20692/coronavirus_covid-19/4040/i_want_to_report_suspected_or_confirmed_cases

Role	Who
Production of the plan	Executive Headteacher
Authorisation of the plan	Governing Board
Review and updating the plan in the light of new guidance and situations	School Business Manager
Implementation of the plan	Executive Headteacher

3. Clinically Extremely Vulnerable

We are aware of the CEV pupils and staff within the school setting and we will follow national guidance on CEV pupils and staff.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>.

Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government. In the event that shielding is re-introduced. We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning to facilitate this.

4. Other measures

If recommended, we will:

Review:

- cleaning and infection control measures and respond to any suggestions for additional measures from HPH or PHE
- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort

Limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school

➤ Live performances

Reintroduce:

➤ Face coverings for staff who are not exempt when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas e.g. staff rooms.

➤ Bubbles and social distancing

Follow public health advice on testing, self-isolation and managing confirmed cases of Covid 19

Appendix 1 has a template for recording the actions necessary to implement the actions above

5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

5.1 Eligibility to remain in school

In the first instance, we will stay open for:

➤ Vulnerable pupils

➤ Children of critical workers

➤ Reception, Year 1 and Year 2 pupils

If further restrictions are recommended, we will stay open for:

➤ Vulnerable pupils

➤ Children of critical workers

4.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning policy.

Please go to the remote learning page on our school website for this information.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

We will provide information for parents of how to access this provision when a child needs to isolate due to isolation guidelines.

4.3 Extended provision (Breakfast Club and After School Club)

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

4.4 Safeguarding

We will review our child protection and safeguarding policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

In the unlikely event that our DSL (or deputy) can't be on site, they will be contactable to coordinate safeguarding on site.

Appendix 1

Outbreak Management Principle	How the setting would implement this requirement quickly; consider: resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.
Testing (adults)		
Face coverings (Staff, parents) Error! Reference source not found.		
Re-introduce bubbles		
Additional Cleaning		
Work with HPH in the event of an outbreak. Notification of all cases of Covid 19		
Clinically Extremely Vulnerable		
Educational Visits		