

COVID19 Outbreak Management Plan

Name of School:	St James' CofE Primary	Date:	September 2021
Classes / Year Group / Whole School This form will be used separately for each outbreak. Different coloured highlighter if different actions for different groups.		Dates for outbreak plan to be used for. Will be different for each outbreak	
Notes:			

DFE guidance states:

If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, you may have an outbreak.

Contingency framework states :-

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

For support contact:

Essex Contact Tracing Team: 0300 303 2698, provide.escontacttracing@nhs.net

DFE Helpline: 0800 046 8687 and selecting option 1

The re-introduction of some additional protective measures may be a necessary response to a potential outbreak in school. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.

Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on.

Actions considered to contain an outbreak

Impacted year group:		Impacted staff:		Date:	
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To consider	<p>Who is in charge of the outbreak – eg which member of SLT</p> <p>Who do we need to call for advice</p> <p>Who do we need to inform</p> <p>Impacted year group</p> <p>Impacted Staff</p> <p>Whole school impact</p> <p>Communication to staff</p> <p>Communication to parents</p> <p>Communication to pupils</p> <p>Remote Education (see covid policy and plan) - making sure that all children receive quality and quantity of education needed.</p> <p>Which actions to take with which group of children, class or year group?</p> <p>Are any actions needed for whole school?</p> <p>If actions are only for groups, classes or single year groups then need to consider siblings and movement of staff across year groups (rotas)</p> <p>Record which areas of the school are identified</p> <p>Check staffing levels of the school, including EY staffing, first aiders, duties, DSL, teaching</p> <p>Decide time scale for each action - DFE guidance states - This should be for two weeks in the first instance, pending regular review</p> <p>Print form for each outbreak and highlight actions taken.</p> <p>Communicate to all stakeholders about symptoms and hygiene - regularly</p>
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Guidance	Action taken	Date commenced	Date of Review	Review Outcome
<p>Self-isolation of close contacts</p> <p><i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</i></p>	<ul style="list-style-type: none"> ➤ Advice sought from Public Health and ECTT. - decide which students isolating Parents to be written to ➤ Remote learning to be started Powerpoints to be written and sent out ➤ Class emails to open ➤ Covid logs to be started ➤ Zooms to be organised ➤ Deep clean of room ➤ Consider vulnerable children and staff that may need to shield. - if cases rise. Follow the covid policy for those children off school, eg phone calls, zooms, safeguarding checking, ➤ FSM provision. 			<p><i>Self-isolation period ended, X further cases within group tested positive and isolating with household.</i></p>
<p>Re-introduction of Face Coverings</p> <p><i>The reintroduction of face coverings for pupils, students or staff may be</i></p>	<ul style="list-style-type: none"> ➤ Face coverings advised for adults (staff and visitors) in corridors and crowded areas. ➤ Face coverings advised for drop off and pick up (parents) in corridors and crowded areas. 			<p><i>Compliance is high. Plan to continue arrangements for another week.</i></p>

<p><i>advised for a temporary period in response to particular localised outbreaks, including variants of concern.</i></p>	<ul style="list-style-type: none"> ➤ Decide which staff will need to wear masks ➤ Decide which year groups parents will need to wear masks ➤ Decide which inside visitors need to wear masks ➤ Parents and staff to be written to. Check signage ➤ Masks to be provided if needed for staff and visitors who have been identified. 			
<p>Asymptomatic Testing <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i></p>	<ul style="list-style-type: none"> ➤ Decide which staff need to test more than twice weekly ➤ Lateral flow tests to be provided to staff ➤ Re-order stock if needed ➤ Letter to parents re home testing for parents - to ask them to test more often at home. 			<p><i>Home testing uptake not increased. Onsite testing considered.</i></p>
<p>Increased ventilation <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i></p>	<ul style="list-style-type: none"> ➤ Reminded to keep windows opened as much as possible. ➤ Covid blasts to take place regularly Investigating options for improving mechanical ventilation system. ➤ In winter months let parents know. (due to clothing) ➤ Investigate ways to improve ventilation indoors, where this would not significantly impact thermal comfort ➤ whether any activities where possible could take place outdoors, including exercise, assemblies, or classes 			
<p>Increased cleaning</p>	<ul style="list-style-type: none"> ➤ Reinforced important of cleaning in between groups. ➤ Handwashing regime to increase ➤ Cleaning to increase ➤ Deep clean for outbreak areas - One-off enhanced cleaning focussing on touch points and any shared equipment ➤ Cleaning of more equipment if sharing. ➤ Increase cleaning of resources – especially EYFS 			
<p>Reduce mixing of students</p>	<ul style="list-style-type: none"> ➤ Lunch and break arrangements ➤ Go back to bubble management ➤ Reduce number of children in hall for lunch ➤ Cancel hall Assemblies ➤ Staff to not visit staffroom 			

	<ul style="list-style-type: none"> ➤ Staff to reduce movement around the school ➤ Class bubbles to reduce moving around the school ➤ Stop staff visits to classrooms Cancel face to face School council Cancel paired classes and family groups ➤ Let staff know 			
Remote Education	<ul style="list-style-type: none"> ➤ Remote education provided to those pupils who need to self-isolate. ➤ Follow the safeguarding traffic light system for those children off school, eg phone calls, zooms, safeguarding checking, FSM provision. 			
One way system	<ul style="list-style-type: none"> ➤ Reintroduce one way system certain areas of school Reintroduce one way system whole school ➤ Write to parents ➤ Check signage ➤ Check floor markings around grounds – re paint if needed 			
Staggered drop off and pick up	<ul style="list-style-type: none"> ➤ Reviewed start and end times of day, decide on times if needed. ➤ Let parents and staff know Consider timings if only one part of school goes to staggered times – for siblings. 			
Classroom Management	<ul style="list-style-type: none"> ➤ Stop using air dryers and blue roll Reintroduce paper towels ➤ Check stock and reorder if needed. ➤ Stop book bags being brought in ➤ Stop birthday sweets ➤ Re-introduce decontamination procedures for marking, reading books etc ➤ Remove soft furnishings ➤ Close library corners ➤ Re-introduce desks in straight lines 			
Reduce visitors inside Building	<ul style="list-style-type: none"> ➤ Decide who needs to attend school - wear masks for meetings ➤ Let visitors know Move to zoom or teams if needed ➤ Phone parents if needed and not complete meetings face to face ➤ Meet outdoors if possible ➤ Consider transition visits, taster days – to be cancelled. 			
Cancel large scale events	<ul style="list-style-type: none"> ➤ Decide which events should be cancelled and for which year groups ➤ Reduce numbers at events – tickets ➤ Let parents know 			

	<ul style="list-style-type: none"> ➤ Move to another platform. - eg outdoors, zoom or film it ➤ Rearrange or change events if possible Eg sports day, Christmas bazaar, Christmas plays, parents evening ➤ Cancel audiences of live performances. ➤ Consider school trips ➤ Consider residential trip 			
Social distancing	<ul style="list-style-type: none"> ➤ Re introduce social distancing for parents and visitors ➤ Check signage ➤ Write to parents ➤ Look at markings around school 			

Close mixing Identifying a group that is likely to have mixed closely will be different for each setting.

Below are some examples. For early years, this could include:

- a childminder minding children, including their own
- childminders working together on the same site
- a nursery class
- a friendship group who often play together
- staff and children taking part in the same activity session together

For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes (cross classes or year groups)
- a sports team or club
- a group in an after-school activity
- a private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- staff and children taking part in the same class or activity session together (this could be across year groups)
- a mentoring group
- an intervention group