

COVID19 Outbreak Management Plan

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| Name of School: | St James' CofE primary | Date: | January 2022 |
| 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

Once an outbreak has been identified, the school may need to re-introduce some of the additional protective measures in response, depending on the school's risk assessment. In all cases, any educational/health and safety drawbacks should be balanced with the benefits of managing transmission.

NOTE: The closure of a year group would be decided by Leaders, in consultation with the Local Authority and Vine Schools Trust, based on a number of factors, following an outbreak:

- a risk assessment of the year group remaining open would be completed for each outbreak
- consideration of the number of current covid infections, including rate of infection
- sufficient teaching staff to plan and lead learning within a year group (see Covid risk assessment),
- sufficient support staff available for EHCP/high need children to ensure their health and safety needs, as well as educational needs, are met.
- Sufficient leadership, safeguarding and welfare staffing roles within the school (see risk assessment)

For support contact:

Essex Contact Tracing Team: 0300 303 2698, provide.escontacttracing@nhs.net
 DFE Helpline: 0800 046 8687 and selecting option 1

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

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| 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 risk assessment and remote learning offer) - 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</p> <p>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</p> <p>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 |
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| <p>Self-isolation of close contacts <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure.</i></p> | <ul style="list-style-type: none"> ➤ Advice sought from Public Health and Local Authority - decide which students isolating ➤ Parents to be written to ➤ Remote learning to be provided for children isolating if well enough to engage with ➤ Covid logs to be started ➤ RAG rate children to determine welfare contact by SG team ➤ FSM provision. ➤ Risk Assess vulnerable children and staff that may need to shield a if cases rise. | | | <p><i>Self-isolation period ended, X further cases within group tested positive and isolating with household.</i></p> |
| <p>Closure of Year Group</p> | <ul style="list-style-type: none"> ➤ Advice sought from SEP, Vine CEO and LSB Chair informed on outcome of decision ➤ Parents informed as soon as possible of closure, days of closure, day of children's anticipated return back to school ➤ Remote learning to be placed on website in accordance with remote learning offer ➤ Paper copies to be made available to parents ➤ Key worker and Vulnerable children places offered ➤ Class emails to open ➤ Zooms to be organised if teachers well enough to lead ➤ Deep clean of rooms ➤ Risk Assess vulnerable children and staff that may need to shield a if cases rise. ➤ FSM provision ➤ Temporarily suspend attendance at after school clubs ➤ RAG rate children to determine welfare contact by SG team | | | |
| <p>Re-introduction of Face Coverings <i>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to</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. ➤ Decide which staff will need to wear masks ➤ Decide which year groups parents will need to wear masks | | | <p><i>Compliance is high. Plan to continue arrangements for another week.</i></p> |

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| <p><i>particular localised outbreaks, including variants of concern.</i></p> | <ul style="list-style-type: none"> ➤ 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 follow covid arrangements instaffroom ➤ Staff to reduce movement around the school | | | |

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| | <ul style="list-style-type: none"> ➤ 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 in line with remote learning offer ➤ Follow the safeguarding RAG 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 | | | |

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| | <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