COVID-19: outbreak management plan

Windmill Primary School





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| **Approved by:** | E May, CAT | **Date:**  |
| **Last reviewed on:** |  |
| **Next review due by:** | 31 October 2021 |

# 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings) 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 Windmill’s 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.

The measures in this plan will be implemented in response to recommendations provided by the local authority (LA), director of public health (DPH), 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 if this threshold is reached:

• 5 children, pupils, students 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
* Part of a group of measures responding to a variant of concern (VoC) or a variant under investigation (VUI)
* If thresholds are exceeded and 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**

**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 confirmed positive cases in staff and pupils using the online form:

<https://www.telford.gov.uk/info/20692/coronavirus_covid-19/4040/i_want_to_report_suspected_or_confirmed_cases>

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| **Role** | **Who** |
| Production of the plan | Mark Gibbons, Headteacher |
| Authorisation of the plan | E May, Community Academies Trust |
| Review/update plan in light of new guidance/situations | Mark Gibbons, Headteacher |
| Implementation of the plan  | Catherine York, Business Manager |

# 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 do facilitate it using Working From Home (WFH) arrangements and supply staff if necessary.

# 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 and corridors
* Bubbles and social distancing for specific groups or the whole school if necessary

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

5.2 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 Plan

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

5.3 Wraparound care

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.

5.4 Safeguarding

We will review our child protection 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.

If our DSL (or deputy) can’t be on site, they can be contacted remotely via the office email address.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

**Appendix1**

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| **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) | Staff report LFD test results to Senior Administrator by completing electronic form and to NHS.Increase testing frequency if directed by HPH. |  |
| Face coverings (Staff, parents)  | Signage and communication via ClassDojo and school website. | Ensure all parents are connected to ClassDojo and are aware of the school website. |
| Re-introduce bubbles | Class bubbles, with lunches brought to classes and specific playground zones allocated to classes. Staggered entrance and exit times reintroduced. | New rotas and protocols in place and communicated to all relevant people. |
| Additional Cleaning  | Re-employ casual cleaner for additional cleaning. | Contingency budget. |
| **Work with the HPH in the event of an outbreak**. Notification of all cases of Covid 19  | Senior Administrator to be the point of contact and communication for this, liaising closely with the Business Manager and Headteacher. |  |
| Clinically Extremely Vulnerable  | Work From Home where possible; cover with supply staff if necessary.Shielding can only be re-introduced by national government.Individual risk assessments regularly reviewed. |  |
| Edu**cational visits** | All educational visits cancelled. | Refunding of visit costs to be met by school if not refunded by provider. |
| Open days | All open days cancelled. |  |
| Parental attendance | All parental attendance cancelled. |  |
| Performances and sport | Performances to be videoed/streamed. Sports competitions with groups outside of bubbles to be cancelled. |  |
| Report all positive COVID-19 cases to OFSTED | Senior Administrator to coordinate. |  |
| Maintaining quantity and quality of education and care | Remote Learning Plan to be reintroduced, using ClassDojo. Deployment of school laptops as loaned out devices for home learning to begin. |  |