COVID-19 – Contingency/Outbreak Management Plan

Coaley CofE Primary Academy

Plan Administration

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Introduction

This plan is based on the DfE's Contingency Framework which lays out how to manage local outbreaks of COVID-19. The guidance states schools should have "outbreak management plans", outlining "how they would operate" if any of the measures described in the guidance were recommended for their setting or area. (See Appendix A)

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings and can recommend certain measures as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis".

Schools will need to consider the implementation of some, or all, of the measures in this plan in response to recommendations provided by HPT, the DfE or the government.

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

- to help manage a COVID-19 outbreak within the school
- as part of a package of measures responding to a 'Variant of Concern' (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

Roles and responsibilities

In the event of a COVID 19 outbreak, the EHT (supported by the CofG and SLT) will make contact with PHE

What do I do if....?

This is not an exhaustive list but is intended to provide scenarios to help answer school queries. Schools should refer to the GCC Covid-19 response checklist 2021/22 and (latest version) of PHE SW Schools Flowchart before contacting the CovidSchoolEnquiries advice line or local HPT.

a pupil/staff has symptoms at school	Symptomatic person needs to be isolated immediately Book a PCR test at a testing site within 48 hours. Only the person with symptoms needs a test. Continue to isolate whilst waiting for the results. Enhanced cleaning carried out
a pupil/staff with symptoms tests positive	Continue to isolate for 10 days. Isolation should start from the date of positive test or onset of symptoms. Pupil/staff to liaise with NHS test and trace for close contact purpose and inform school of positive result Consider whether and how to communicate information on positive cases to parents and the school community, this could be through a 'warn and inform' letter. Enhanced cleaning to be carried out Record details of the positive case using the Educational Settings Cases Template Schools to identify any close contact co-workers and report these to the self-isolation hub (020 3743 6715).
a pupil/staff with symptoms tests negative	Inform https://www.gov.uk/report-covid19-result and school of negative result Return to school/work when better
a parent reports their child has symptoms and is staying home	Record child's absence as Covid using DfE attendance code X02 or X01 if child is non-compulsory school age. Keep in contact with family for update. Refer to school attendance policy procedures for any concerns about persistent absenteeism
a pupil with no symptoms tests positive	Continue to isolate for 10 days. Isolation should start from the date of positive test. Pupil/staff to liaise with NHS test and trace for close contact purpose and inform school of positive result Consider whether and how to communicate information on positive cases to parents and the school community, this could be through a 'warn and inform' letter. Enhanced cleaning carried out Record details of the positive case using the Educational Settings Cases Template Schools to identify any close contact co-workers and report these to the self-isolation hub (020 3743 6715).
a pupil with symptoms or who should be self-isolating still comes to school	The Executive Headteacher should refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19 School to liaise with home
someone in a pupil's/staff household has symptoms or tests positive	Fully vaccinated or aged under 18 years and 6 months are not legally required to self-isolate if household contact has tested positive for COVID-19 If well and not showing any symptoms should attend school
a close contact of a confirmed case then has symptoms/tests positive	Symptomatic person needs to isolate immediately and book a PCR test at a testing site within 48 hours. Continue to isolate whilst waiting for your results.

	For a positive result the individual will need to follow PHE guidance and continue isolation period. Inform https://www.gov.uk/report-covid19-result and school of positive result
the outbreak threshold is reached	Establish if close mixing has taken place (i.e. form group, class, subject group, friendship group mixing at break times, sports team, afterschool club/activity group) Refer to school's outbreak management plan Contact DfE helpline and local HPT

When and how to seek public health advice

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
- There are any admissions to hospital for 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.

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

If and when outbreaks occur, providers should work with the local HPT to identify any additional measures to put in place by contacting Healthprotection@gloucestershire.gov.uk

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

Actions to consider once a threshold is reached

Review and reinforce the testing, hygiene and ventilation measures already in place.

Consider

- 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
- one-off enhanced cleaning focussing on touch points and any shared equipment

If and when outbreaks occur, providers should work with the local HPT to identify any additional control measures to put in place by contacting Healthprotection@gloucestershire.gov.uk

Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.

The COVIDSchoolenquiries@gloucestershire.gov.uk email is available for providing Covid support and advice relating to educational matters. If your enquiry is to solely report and notify of an outbreak please contact Healthprotection@gloucestershire.gov.uk

APPENDIX A

Additional control measures

Details on the types of control measures schools might be asked to put in place by their local HPT to manage an outbreak may include:

Additional Control Measure	Primary schools
Review and reinforce existing control measures	The school will continue to review and reinforce testing, hygiene, ventilation and follow PHE advice on self-isolation and managing confirmed cases of COVID-19. <u>Checklist</u> The school will ensure:- • it has sufficient supplies of LFD home test kits, PPE, face coverings, cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements; • an enhanced cleaning schedule is in place which includes frequent cleaning of rooms, shared areas and equipment that are used by different groups and frequently touched surfaces; • verbal reminders are given about frequent hand washing and posters are displayed to promote Covid-19 hygiene awareness; • suitable and sufficient bins are provided to support pupils/students and staff to follow the 'catch it, bin it, kill it' approach; • sufficient tissues are in all rooms; • occupied spaces are kept well ventilated i.e. windows, doors and roof vents opened to increase air flow, rooms purged after use; • any individual who becomes unwell with COVID-19 symptoms will be isolated, sent home and provided with information on what to do next; • confirmed cases are managed by following PHE guidance; • all visitors and key contractors are aware of the school's control measures and ways of working. We will consider: • 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; • installing CO2 monitors to identify where air ventilation needs to be improved.
Testing at home	All staff will be reminded to undertake twice weekly testing. This will be done by insert here (e.g. verbal briefings, letter, text, email, and website). We will ensure: • the school has sufficient stock of LFD test kits for distribution to staff • if a staff member has a positive LFD result then they will be encouraged to take a free PCR test within 48 hours; • if a staff member has a positive PCR test then they must self isolate, liaise with NHS test and trace to identify close contacts, inform school of result and follow PHE guidance; • if a staff member has a negative PCR test they should attend school as normal, as long as the individual doesn't have COVID-19 symptoms.

	Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: ❖ they are fully vaccinated ❖ they are below the age of 18 years and 6 months ❖ they have taken part in or are currently part of an approved COVID-19 vaccine trial ❖ they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.
Face coverings	If recommended, staff and visitors (unless exempt) will be directed to temporarily wear face coverings in school for two weeks in the first instance, pending regular review: • when moving around indoor communal places where social distancing is difficult to maintain e.g. corridors, classrooms, dining areas; public transport and dedicated transport to schools • check recommended timeframe with HPT i.e. two weeks in the first instance, pending regular review;
Shielding	Shielding can only be reintroduced by national government. If recommended schools should: • identify staff on the shielded patient list (SPL) • carry out an individual risk assessment; • speak to individuals required to shield about additional protective measures in school; • consider arrangements for home working or learning; • refer to employer guidance on clinically extremely vulnerable persons.
Bubbles	• It may become necessary to reintroduce bubbles and social distancing for a temporary period to reduce mixing between groups and the decision will need to take account of detrimental impact on delivery of education.
Residential educational visits	• visit leaders will consider carefully if the educational visit is still appropriate and safe; • only pupils/students who are attending the school will go on an educational visit; • schools will consult the health and safety guidance on educational visits when considering visits. https://www.e-visit.co.uk/Gloucestershire/eVisit/Login
Other measures	If recommended, the school will limit: • residential educational visits; • open days; • transition or taster days; • parents coming into school; • live performances in school.

Attendance restrictions	If advised to temporarily limit attendance the school will stay open for: • vulnerable pupils and young people; • children of critical workers; • Reception, Year 1, Year 2 and Year 6; If further restrictions are recommended, we will stay open for: • vulnerable pupils and young people; • children of critical workers.
Remote learning	If advised to temporarily limit attendance we will ensure that high-quality remote education is provided to all students not attending as outlined in our (insert location of our remote learning policy.
Transport	In line with national government advice, the school will recommend face coverings are worn by students and staff (unless exempt) when using: • public transport • dedicated transport to school or college; • coach/minibus for trips. The school will consult with transport providers to establish COVID safe practice and procedures are in place. https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance
School meals	The school will continue to prioritise 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.
Wraparound care/after school clubs/other out of school settings	The school will limit access to before and after-school activities and wraparound care during term time and the school holidays to those that need it most. We will communicate to students/staff/parents/providers that will be eligible to attend once the restrictions are confirmed.
Education workforce	Should restrictions on student attendance be needed, school leaders will determine the workforce required onsite and if it is appropriate for some staff to work remotely. The school will have regard to the Employer guidance on Clinically Extremely Vulnerable people.
Safeguarding	The school will aim to have a trained DSL or deputy DSL on site wherever possible, or contacted by phone/email – 07772908549 or head@coaley.gloucs.sch.uk • if the DSL (or deputy) can't be on site, they can be contacted remotely by email/phone • if the DSL (or deputy) is unavailable, we will share a DSL with Coaley Primary Academy their DSL can be contacted on: s.colins@st-matthews'gloucs.sch.uk On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating safeguarding on site.

Large numbers out of school	When a large number of students need to go home and isolate, the school will: • communicate with students/staff/parents/carers by email, text, updates to website; • liaise with home and transport providers to organise travel plans to get students home; • provide students with computer equipment; • deliver high quality home learning package; • ensure procedures in place to maintain contact and welfare checks.