

(This template is subject to change pending further national or regional PHE guidance and review of the Contingency framework for education and childcare settings)

## COVID-19 – Contingency/Outbreak Management Plan

**NAME OF SCHOOL – Uley Primary School**



### Plan Administration

<b>Version number</b>	5
<b>Date of Issue</b>	August 2022
<b>Electronic copies of this plan are available from</b>	The school office
<b>Date of next review</b>	When guidance changes
<b>Person responsible for review</b>	Head Teacher

### Introduction

This plan 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). The key principle for outbreak management is maximise the number of children receiving face to face teaching and minimise any disruption, whilst protecting the most vulnerable to increased risk from Covid-19

Local authorities, directors of public health (DsPH) and 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 severe operational impacts or identified health risks of a COVID-19 outbreak within a setting.
- 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

Persons responsible for notifying local HPT of a COVID-19 outbreak.

Head Teacher

School Administrator

## What do I do if....?

This is not an exhaustive list but is intended to provide scenarios to help answer school queries. If you do think you have an outbreak, contact the DfE helpline directly on 0800 046 8687 option 1. The DfE will escalate/report any concerning situations or schools requesting further support to UKHSA or GCC for a quick local response.

a pupil/staff has symptoms at school	<p>Symptomatic person needs to be isolated immediately and be sent home.</p> <p>They should avoid using public transport and, wherever possible, be collected by a member of their family or household. If parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so, the child should walk home (or cycle/scoot etc.).</p> <p>Staff to wash their hands after caring for a child with symptoms.</p> <p>All areas where a person with symptoms has been to be cleaned after they have left.</p>
a pupil/staff with symptoms tests positive	<p>A positive test result for coronavirus (COVID-19) means it's very likely you had COVID-19 when the test was done. You should try to stay at home and avoid contact with other people for 5 days after the day you took the test.</p>
a pupil/staff with symptoms	<p>Return to school/work when better.</p>
a parent reports their child has symptoms and is staying home	<p>Record child's absence as Covid using the appropriate DfE attendance codes.</p> <p>Keep in contact with family for update.</p> <p>Refer to school attendance policy procedures for any concerns about persistent absenteeism.</p>
a pupil with no symptoms tests positive	<p>A positive test result for coronavirus (COVID-19) means it's very likely you had COVID-19 when the test was done. You should try to stay at home and avoid contact with other people for 5 days after the day you took the test.</p>
a pupil with symptoms or who should be self-isolating still comes to school	<p>The 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.</p> <p>School to liaise with home.</p>
someone in a pupil's/staff household has COVID-19	<p>Pupils who live with someone who has COVID-19 should continue to attend the setting as normal.</p> <p>Staff that live with, or have stayed overnight in the household of, someone who has COVID-19, are advised to:</p> <ul style="list-style-type: none"> <li>• minimise contact with the person who has COVID-19</li> <li>• limit close contact with other people, especially in crowded, enclosed or poorly ventilated spaces</li> <li>• wear a well-fitting face covering</li> <li>• pay close attention to the main symptoms of COVID-19.</li> </ul>
a close contact of a confirmed case then has symptoms/tests positive	<p>A positive test result for coronavirus (COVID-19) means it's very likely you had COVID-19 when the test was done. You should try to stay at home and avoid contact with other people for 5 days after the day you took the test.</p>
the outbreak threshold is reached	<p>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)</p> <p>Refer to school's outbreak management plan</p> <p>Contact DfE helpline and local HPT</p>

### **When and how to seek public health advice and consider extra action**

For most education and childcare settings, whichever of these escalation thresholds is reached first:

- A higher than previously experienced and/or rapidly increasing number of staff or student absences due to Covid-19.
- Evidence of severe disease due to Covid-19 such as hospitalisation of a case.
- A cluster of cases where there are concerns about the health needs of vulnerable staff or students.

### **Actions to consider once a threshold is reached**

Review and reinforce the 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

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). The [COVIDSchoolenquiries@gloucestershire.gov.uk](mailto:COVIDSchoolenquiries@gloucestershire.gov.uk) email is available for providing Covid support and advice relating to educational matters.

All settings should make sure their contingency plans cover how they would operate if any of the measures described were recommended for their setting or area.

## 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, Secondary, Special and other FE settings
Review and reinforce existing control measures	<p>The school will continue to review and reinforce hygiene, ventilation and follow UKHSA advice on self-isolation and managing confirmed cases of COVID-19.</p> <p><u>Checklist</u> The school will ensure:-</p> <ul style="list-style-type: none"> <li>• pupils, staff and other adults are reminded not to attend school if they have COVID-19 symptoms or a positive test result and what to do if they are a close contact of a case.</li> <li>• 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;</li> <li>• verbal reminders are given about frequent hand washing and posters are displayed to promote Covid-19 hygiene awareness;</li> <li>• suitable and sufficient bins are provided to support pupils/students and staff to follow the 'catch it, bin it, kill it' approach;</li> <li>• sufficient tissues are in all rooms;</li> <li>• occupied spaces are kept well ventilated i.e. windows, doors and roof vents opened to increase air flow, rooms purged after use;</li> <li>• any individual who becomes unwell with COVID-19 symptoms will be isolated, sent home and provided with information on what to do next;</li> <li>• confirmed cases are managed by following UKHSA guidance;</li> <li>• all visitors and key contractors are aware of the school's control measures and ways of working.</li> </ul>
Testing	<p>From 21 February 22, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing. In the event of an outbreak, the school may undertake testing for staff and students of secondary age and above for a period of time. We will ensure:</p> <ul style="list-style-type: none"> <li>• the school has sufficient stock of LFD test kits for distribution to staff and students or will liaise with DfE for testing devices;</li> <li>• if a staff member/student has a positive test then they must follow UKHSA guidance and stay at home;</li> <li>• if a staff member/student has a negative test they should attend school as normal, as long as the individual doesn't have COVID-19 symptoms.</li> </ul>
Face coverings	<p>Staff and visitors (unless exempt) will be directed:</p> <ul style="list-style-type: none"> <li>• to temporarily wear face coverings in school when moving around indoor communal places.</li> <li>• Temporarily and exceptionally, wear face coverings in classrooms and teaching spaces and dedicated transport to schools.</li> </ul>
Shielding	<p>People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</p> <p>If recommended schools should:</p> <ul style="list-style-type: none"> <li>• identify staff that are CEV and high or higher-risk;</li> </ul>

	<ul style="list-style-type: none"> <li>• carry out an individual risk assessment;</li> <li>• speak to individuals about additional protective measures in school;</li> <li>• consider arrangements for home working or learning;</li> <li>• refer to guidance on clinically extremely vulnerable persons.</li> </ul>
Bubbles	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Residential educational visits	<ul style="list-style-type: none"> <li>• visit leaders will consider carefully if the educational visit is still appropriate and safe;</li> <li>• only pupils/students who are attending the school will go on an educational visit;</li> <li>• schools will consult the health and safety guidance on educational visits when considering visits.</li> </ul> <p><a href="https://www.e-visit.co.uk/Gloucestershire/eVisit/Login">https://www.e-visit.co.uk/Gloucestershire/eVisit/Login</a></p>
Managing events	<p>If recommended, the school will limit:</p> <ul style="list-style-type: none"> <li>• residential educational visits;</li> <li>• open days;</li> <li>• transition or taster days;</li> <li>• parents coming into school;</li> <li>• live performances in school.</li> </ul>
Attendance restrictions	<p>Attendance restrictions will only ever be considered as a short-term measure and as a last resort.</p> <p>If advised to temporarily limit attendance the school will stay open for:</p> <ul style="list-style-type: none"> <li>• vulnerable pupils and young people;</li> <li>• children of critical workers;</li> <li>• Reception, Year 1, Year 2 and Year 6;</li> <li>• year 10 and 11 students;</li> <li>• year 12 and 13 students (delete if not relevant);</li> <li>• any other students due to take external exams this academic year.</li> </ul> <p>If further restrictions are recommended, we will stay open for:</p> <ul style="list-style-type: none"> <li>• vulnerable pupils and young people;</li> <li>• children of critical workers.</li> </ul>
Remote learning	<p>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 e.g. remote learning policy which can be found on the school website.</p>
School meals	<p>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.</p>
Wraparound care/after school clubs/other out of school settings	<p>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.</p> <p>We will communicate to students/staff/parents/providers that will be eligible to attend once the restrictions are confirmed.</p>

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 guidance on Clinically Extremely Vulnerable people.
Safeguarding	The school will aim to have a trained DSL or deputy DSL on site wherever possible. If the DSL (or deputy) can't be on site, they can be contacted remotely; <ul style="list-style-type: none"> <li>• if the DSL (or deputy) is unavailable, we will share a DSL with our Family Support Worker;</li> </ul> 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: <ul style="list-style-type: none"> <li>• communicate with students/staff/parents/carers by email, text, updates to website;</li> <li>• liaise with home and transport providers to organise travel plans to get students home;</li> <li>• provide students with computer equipment;</li> <li>• deliver high quality home learning package;</li> <li>• ensure procedures in place to maintain contact and welfare checks.</li> </ul>
Staff illnesses	Should teaching staff be unwell and the school has exhausted all angles to appropriately cover classes, the school may consider closing classes and reverting to remote education in the form of setting tasks for the pupils to complete at home. Parents will be informed as early as possible.