

COVID-19 – Contingency/Outbreak Management Plan

St Mary's CE VA Primary School

Plan Administration

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Electronic copies of this plan are available from	www.stmarystetbury.gloucs.sch.uk
Date of next review	Ongoing
Person responsible for review	Jo Woolley

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".

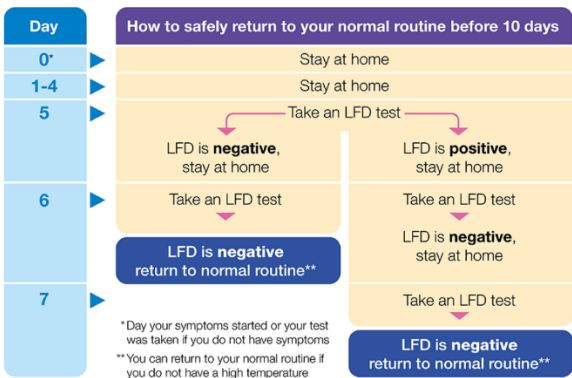
Schools will need to consider the implementation of some, or all, of the measures in this plan in response to recommendations provided by HPT, the DfE or the government.

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
Mrs J Woolley – Headteacher

What will the school do if....

<p>a pupil/staff has symptoms at school</p>	<p>The pupil or member of staff will be sent home and advised to order a PCR test or complete a Lateral Flow Test. They will be advised to stay at home and avoid contact with others until they have the result of the test.</p>
<p>a pupil/staff with symptoms tests positive</p>	<p>Staff members and pupils who have tested positive for Covid-19 (either on a LFD or PCR) will be asked to stay at home and avoid contact with other people. Positive cases will be asked to take an LFD from day 5 after the symptoms started (or the day the test was taken if they did not have symptoms) followed by another LFD test the next day. If both these tests results are negative, and the staff member or pupil does not continue to have a high temperature they will be allowed to return to school.</p> <p>If the staff member or pupils continues to test positive they will be asked to stay at home until they have two negative test results 24 hours apart or until they have been isolating for 10 days.</p> <p>How to safely return to your normal routine before 10 days</p>  <p><small>* Day your symptoms started or your test was taken if you do not have symptoms ** You can return to your normal routine if you do not have a high temperature</small></p>
<p>a pupil/staff with symptoms tests negative</p>	<p>Return to school/work when better</p>
<p>a pupil with symptoms or a pupil who has tested positive comes to school.</p>	<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 School to liaise with home</p>
<p>someone in a pupil's/staff household has symptoms or tests positive</p>	<p>The member of staff or pupils should continue to attend school. They will be advised to test if they are able to but particularly if they develop symptoms.</p>

When will the school seek further advice?

The school will seek advice when:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to Covid-19 infections
- evidence of severe disease due to Covid-19, for example if a student or staff member is admitted to hospital due to Covid-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or pupils within the affected group

If and when outbreaks occur, the school will work with the local HPT to identify any additional measures to put in place.

The school will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.

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
- Limiting events and parental attendance
- Re-introduction of twice weekly testing for staff.
- Re-introduce face coverings for adults in communal areas.

APPENDIX A
Additional control measures

Additional Control Measure	
Review and reinforce existing control measures	<p>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.</p> <p><u>Checklist</u> The school will ensure:-</p> <ul style="list-style-type: none"> • it has sufficient supplies for 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 and doors 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. <p>We will consider:</p> <ul style="list-style-type: none"> • 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 if LFD tests are available.
Face coverings	<p>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:</p> <ul style="list-style-type: none"> • when moving around indoor communal places where social distancing is difficult to maintain e.g. corridors, dining areas. • check recommended timeframe with HPT i.e. two weeks in the first instance, pending regular review;

Bubbles	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<p>If recommended, the school will limit:</p> <ul style="list-style-type: none"> residential educational visits; open days; transition or taster days; parents coming into school; live performances in school.
Attendance restrictions	<p>If advised to temporarily limit attendance the school will take advice from GCC and stay open for:</p> <ul style="list-style-type: none"> vulnerable pupils and young people; children of critical workers
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 remote learning policy.</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	<p>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.</p>
Safeguarding	<p>The school will aim to have a trained DSL or deputy DSL on site wherever possible.</p> <p>if the DSL (or deputy) can't be on site, they can be contacted remotely via on site staff.</p> <p>On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating safeguarding on site.</p>

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">• 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 are in place to maintain contact and welfare checks.
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