



## COVID-19: Outbreak Management Plan

**Outbreak Plan Management Version:** 1

**Date completed:** 2<sup>nd</sup> September 2021

**Review Date:** October 2021 – or as guidance changes

**Plan Owner:** Executive Headteacher/Head of School/Headteacher

### **Scope of Plan**

Outbreak prevention is partly within scope of this plan but is mostly covered by the school's COVID-19 Risk Assessment.

### **Related Resources**

Operation Guidance for Schools: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Definitions of Outbreaks: <https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-clusters>

Travel and Quarantine Guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#travel>

The definition of infectious periods and of close contacts: <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>



## **Introduction**

This Outbreak Management Plan (OMP) outlines how we will manage single cases and clusters of COVID-19, as well as how we would operate if we are required to reintroduce measures/mitigations in our setting or area to prevent transmission of COVID-19 in the context of an outbreak. This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled. Outbreak prevention is partly within scope of this plan and is covered in the school's COVID-19 Risk Assessment.

A local outbreak is defined as two or more more linked cases within a 14-day period:

<https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-clusters>

Outbreaks can differ significantly with regard to scale and significance from two linked cases in a class, to multiple cases across multiple year groups, to outbreaks linked with new variants of concern. Whilst the measures used to manage outbreaks will be the same, the number of measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.

## **Triggers for Outbreak Management Plan (OMP)**

School raises concern about 2+ linked cases

10% of a class/group (i.e. 3 cases in a class of 30) within 5 days

10+ pupil cases across a school across a number of year groups within 5 days

5+ staffing cases, or fewer if impacting on the capacity of the school to operate

In the case of a local outbreak we will work with the Local Authority, Public Health and regional Health Protection Teams (HPTs). Below sets out all the possible measures/mitigations that will be considered in the case of a local outbreak. The actual measures implemented will be determined jointly and based on the specific situation. They will also balance carefully the impact on the delivery of education with the need to minimise transmission.

Any measures will only ever be considered for the shortest time possible, to allow the outbreak to be managed and minimise transmission of COVID-19. In all cases measures / mitigations will only be implemented to prevent larger scale school closure.



## Governance Arrangements

### Key Contact Details

Agency/Individual(s)	Contact details
Local Authority	<a href="mailto:education-corona@warwickshire.gov.uk">education-corona@warwickshire.gov.uk</a> (Mon – Fri) <a href="mailto:dphadmin@warwickshire.gov.uk">dphadmin@warwickshire.gov.uk</a> (Sat – Sun)
Public Health England (PHE) Health Protection Teams (NB PHE will become part of UK Health Security Agency (UKHSA) in October 2021).	<a href="mailto:wm.2019cov@phe.gov.uk">wm.2019cov@phe.gov.uk</a> Tel: 0344 225 3560 Option 0 Option 2
Response Lead/decision maker	Executive Headteacher/ Head of School / Headteacher <a href="mailto:admin3066@welearn365.com">admin3066@welearn365.com</a>
Committees supporting the response	Local Governing Body and the Arden Forest MAT Board <a href="mailto:admin3066@welearn365.com">admin3066@welearn365.com</a> ; <a href="mailto:info@ardenforestmat.org">info@ardenforestmat.org</a>
Outbreak response team (internal and for attending external Incident Management Team meetings)	Senior Leadership Team <a href="mailto:admin3066@welearn365.com">admin3066@welearn365.com</a>

## Key Stakeholders

Key stakeholders include those that attend the facility/setting (routinely or occasionally), those who will need to know what is happening and those that have a role in outbreak management in your setting.

Stakeholders	Role in Outbreak Management
Staff (including employees and volunteers)	To support the school by following government and local advice, supporting the implementation of the Outbreak Management Plan in addition to existing mitigations outlined in the school's COVID-19 risk assessment.
Pupils	
Parents/carers	
Visitors, Contractors and delivery personnel	
Warwickshire Local Authority and Public Health Team	To provide timely and accurate advice to the school's leadership team to effectively manage the transmission of COVID-19 within the community.

**Communications**

Communications activities will be coordinated by the setting with support from LA local outbreak control team and regional Health Protection Teams in close liaison with the setting outbreak management coordination team.

<b>Key Stakeholder</b>	<b>What they need to know</b>	<b>Communication media</b>
Staff (including employees and volunteers)	If they are considered a close contact and what they need to do. Where the school is implementing the OMP and how this impacts their practice.	Email, phone  Staff briefings – via TEAMS and/or email
Pupils	Routines – if and when they change Good hygiene practices (catch it, bin it, kill it)	Class Teacher Collective Worship (including virtual) Parents
Parents/carers	Where children are identified as a close contact Changes to routines (e.g. drop off) Implementation of the OMP (e.g. reintroduction of face masks, bubbles)	Study Bugs and/or phone  Letter via Study Bugs Newsletters School website
Visitors (including Contractors and delivery personnel)	Current risk mitigations and their personal responsibilities – e.g. face masks, social distancing, restrictions in meeting face-to-face	School staff who arranged the visit, to ensure that they are notified of the schools' current arrangements. Supply staff told verbally at the beginning of the school day, upon arrival.
Local Outbreak Teams (LA and regional Health Protection Teams)	The LA will be informed of all positive cases. Where there is a concern or the outbreak triggers have been met LA and PH will be consulted.	Email, phone



### **Preventing school transmission**

Our refreshed risk assessments include how vaccination and good hand hygiene will be promoted among staff, and pupils and parents, how cleaning and good ventilation will be maintained, and how the school will operate from a distancing perspective.

Information about drop-in clinics across Coventry and Warwickshire and all vaccinations sites that you can book into can be found in the links below:

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-drop-in-clinics/>

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-sites/>

Children and staff who are unwell will be advised that they should not attend school/setting. Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high temperature, loss/change in taste/smell), irrespective of how mild, will be asked to isolate and book a PCR test: <https://www.gov.uk/get-coronavirus-test>. Household members who are over 18 years and 6 months and **not fully vaccinated**, must also stay at home, not go to work, school or public areas, even for exercise.

We are aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, and will take this into consideration in an outbreak scenario, and when we are seeing a larger number of COVID-19 cases.

We will ensure that we remain informed about the latest travel and quarantine advice:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#travel>

Our updated risk assessment can be found here [TG Autumn 2021 RA](#)

### **Reporting cases and when trigger thresholds have been met**

We will continue to report all positive cases to the local authority alongside alerting the local authority when any of the triggers outlined in the above guidance have been met.

### **Response to positive cases**

Full class groups (note that interrogation of seating plans will not be required), and lunch time, break time and afterschool contacts (including on transport) will be asked to have a PCR test, alongside twice weekly LFT testing for all contacts. Staff contacts who have not had both vaccinations more than 14 clear days before the day of contact with the positive case will also be identified, as they will need to isolate for 10 clear days following the day of last contact with the case. If additional cases are identified in the same class/group, it may be recommended that additional communications are sent to parents/staff to recommend one further PCR test 4-7 days after notification, alongside continuing LFT testing. Further actions may also be recommended by the LA.

### **Reintroduction of consistent groups 'bubbles'**

It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.

### **Reintroduction of face coverings**

Consideration will be given to whether face coverings should temporarily be worn in communal areas or classrooms (by staff and visitors (unless exempt)).

The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.

No pupil will be denied education on the grounds of whether they are, or are not, wearing a face covering.

Reasonable adjustments will be made for disabled pupils to support them to access education successfully. Where appropriate, the school will communicate with pupils and parents the types of reasonable adjustments that are being considered to support an individual.

### **Reintroduction of testing/Additional PCR testing**

The school will also continue to follow Warwickshire County Council's local recommendation that all pupils in early years and primary settings take twice weekly asymptomatic testing. There may also be occasions where a mobile symptomatic testing unit/service is made available on the school site and pupils are invited to take a PCR test, or additional PCR tests may be organised through other means.

Where these measures are necessary, it will be important to work jointly with the LA and Public Health to identify any support required.

### **Contact tracing / isolating**

From the 16<sup>th</sup> August people who are double vaccinated (second dose more than 14 clear days prior to day of last contact with case), and children and young people under the age of 18 years and 6 months are no longer required to isolate where they are a close contact of a positive case. We may reintroduce isolation of pupils who have been a close contact of a direct case for a limited time period. Please also see section re response to positive case

### **Other restrictions**

We may need to limit activities that require bringing parents and carers onto site (other than for drop off and pick up) e.g. open days, performances, open evenings. We may also reintroduce staggered start and finish times (if not already in operation) to minimise the number of people on the school site at the start and finish of the day.

We will also review any activities bringing pupils together in addition to the normal school day, or that required transportation for larger numbers of pupils (e.g. school trips / holidays - including residential educational visits). This could also include any activities bringing together pupils from a number of schools (e.g. transition/taster days).

### **Clinically Extremely Vulnerable**

Shielding is currently paused. In the event of a major outbreak or variant of concern 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 of a reintroduction of shielding we would need to review staffing capacity to ensure we could continue to operate staffing in a safe manner. Any attendance reductions as a result of this would be in line with the principles below.

Current guidance on clinically extremely vulnerable individuals can be found in the link below:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#school-college-and-other-educational-settings>

### **Attendance Restrictions**

As a last resort, we may need to introduce attendance restrictions. We will provide high-quality remote education for all pupils not able to attend.

Where attendance restrictions are necessary there will be an order of priority applied in terms of which pupils would continue to attend on-site provision. The only deviation to this will be where they are required to isolate (either as a result of testing positive or as a result of a local reintroduction of close contact isolation – see above).

First priority for onsite attendance will always be given to vulnerable children and young people and children of critical workers.

In our school, second priority will be given to pupils in key stage 1.

For our wraparound childcare provision where attendance restrictions are in place, vulnerable children and young people will continue to be allowed to attend. For all other children, face-to-face provision will be provided for a limited set of essential purposes, such as going to or seeking work, attendance at a medical appointment, or to undertake education and training.



Where attendance restrictions are needed we will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.

If we have to temporarily stop onsite provision on public health advice, we will discuss any alternative arrangements necessary for vulnerable children and young people with the local authority. Where vulnerable children and young people are absent or do not take up a place offered to them, we will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so

### **Staffing Capacity**

Where staffing capacity (following use of available supply teaching capacity) is impacting on our ability to open fully we will follow the principles outlined in the attendance restrictions above.

### **Free School Meal provision**

We will continue to provide free school meals support in the form of meals or lunch parcels/vouchers for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- are self-isolating
- have had symptoms or a positive test result themselves

**Response and stand down action plan**

The tables below outlines how we will respond to single cases, clusters and outbreaks in our setting, outlining how we will put in place the above outlined measures (see headings above in outbreak plan) related to: reporting cases and responding to cases, reintroduction of consistent groups ‘bubbles’, reintroduction of face coverings, other restrictions, attendance restrictions, staffing capacity and free school meals.

The Head of School will evaluate the impact of the additional mitigations listed below, seeking advice from the LA and PH. Where an outbreak has been identified, the end of the outbreak is defined as where there have been no test-confirmed cases with illness onset dates in the last 28 days in that setting. Where mitigations are proving effective ‘stand down’ actions (i.e. removing any additional mitigations) will be considered alongside local infection rates and guidance from the LA and PH.

**Where local cases are high or rising** (following advice from LA and Public Health):

Action	Action detail	Lead	Review	Supplies/resources required	Other considerations
Face Coverings	Advise parents and staff to wear face coverings on the school site during drop off and picking up children	Executive Headteacher/ Head of School / Headteacher	Review local infection rates and follow advise from LA and PH	Disposable face masks available to offer parents/staff who may not have them or forgotten them	Remind of the importance of social distancing precautions. Review if staggered starts/ends should be re-introduced
Reduce Parental Contact/Events	Avoid bringing parents onto the school site other than to drop off and pick up their children. Where a meeting is required this	Executive Headteacher/ Head of School / Headteacher	As above	Online video conferencing (Teams)	To limit numbers in a group in the same place at



Action	Action detail	Lead	Review	Supplies/resources required	Other considerations
	will be conducted online where possible or socially distanced in a ventilated room. Or, in the case of showing prospective parents round, conducted out of normal school hours.				the same time, considering the size of the space.
No full school Collective Worship (assemblies) or using the hall for lunch	Teams Collective worship to be resumed or the school will consider smaller groupings where seating arrangements can promote social distancing between groups - which will help minimise transmission.	Executive Headteacher/ Head of School / Headteacher/Office Manager	As above	Additional staffing may be required to facilitate staggered lunchtimes.	Ensure that lunchtime cleaning rotas can be accommodated.
Reduce Face to Face Staff Meetings	Staff Meetings and training sessions will be delivered virtually where possible. Where not possible, reduced numbers and the space used will be considered to reduce the risk of transmission.	Executive Headteacher/ Head of School / Headteacher / SLT	As above	The use of the hall for training might need to be considered for meetings if classrooms are too small.	Cleaning rotas may need to be factored when considered suitable space within school.
Promote Social Distancing	Encourage social distancing with appropriate signage and communication with the school community	Executive Headteacher/ Head of School / Headteacher / Caretaker / Office Manager	As above	Signage to be made or possible purchased where appropriate.	The use of extra staff rooms may need to be utilised to ensure staff can have their breaks safely.



**Where there is a single case in a class/group (i.e. wrap around)**

Action	Action detail	Lead	Review	Supplies/resources required	Other considerations
Log all pupils and staff who have tested positive	Log who has tested positive, including the dates for onset of symptoms and test dates. Identify as known links or exposures inside or outside of school. Work with NHS Test and Trace, where required. Recommend any contact to get a PCR test.	Office Manager / Admin Team / Executive Headteacher/ Head of School / Headteacher	After 14 days, single cases can be considered isolated.	NA	
Notify Parents	Where a pupil or staff has tested positive, notify parents that there is a positive case and that their child may be a close contact and they should go for a PCR test and have twice weekly LFT testing. Children are no longer required to self-isolate and are therefore still expected to attend school.	Office Manager / Admin Team / Executive Headteacher/ Head of School / Headteacher	After 14 days, single cases can be considered isolated.	NA	Make sure that Parents are fully aware of how to get PCR tests and LFT tests and also the differences and applicability of LFT and PCR tests.
Notify Staff	Staff who are identified will not be required to self-isolate if they are double vaccinated. They will be asked to PCR test and also continue with twice weekly LFT testing. Staff not fully vaccinated will be required to self-isolate in line with current guidance.	Office Manager / Admin Team / Executive Headteacher/ Head of School / Headteacher	After 14 days, single cases can be considered isolated.	Ensure that the school has a good stock of LFTs and communicate with staff as to where they can pick them up from.	Staff need to be clear about their vaccination status.



**Where there is more than one case in the same class/group**

Action	Action detail	Lead	Review	Supplies/resources required	Other considerations
Notify Parents and Staff	Staff and parents notified of an additional positive case in the same class/group and an additional PCR test is recommended 4-7 days after notification. FLT testing will also be recommended. Further actions may be recommended by the LA at this stage.	Headteacher/ Head of School / Headteacher	After 14 days of the last positive PCR test.	NA	Make sure that Parents are fully aware of how to get PCR tests and LFT tests and also the differences and applicability of LFT and PCR tests.

**Where the triggers for an outbreak have been met**, the following additional measures may be implemented following advice from the LA and Public Health.

Action	Action detail	Lead	Review	Supplies/resources required	Other considerations
Reintroduction of 'bubbles'	Staff and parents notified of a return to the bubbles previously utilised at the school. Pupils also need to be informed by teachers so that they understand the need for the change.	Headteacher/ Head of School / Headteacher	After 28 days as stated above in consultation with the LA and Public Health.	Possible requirement for extra staff to ensure that the integrity of bubbles is maintained.	Impact on After school provisions (Wraparound, External clubs) Impact on music lessons.



Action	Action detail	Lead	Review	Supplies/resources required	Other considerations
Reintroduction of Face Coverings within school	All staff to be made aware that unless medically exempt face coverings should be worn whilst moving around all communal areas.	Headteacher/ Head of School / Headteacher	As above	Ensure that the school maintains a stock of face coverings in school in case staff do not have one in school when required.	
Additional PCR Testing	It may be necessary for the LA and Public Health to recommend that all children who show any signs of illness go receive a PCR test. It may also be necessary to arrange a mobile testing unit on the school site.	Headteacher/ Head of School / Headteacher / Local Authority / Public Health Teams	As above	Space to locate possible testing site.	Impact of a Testing Site on the school grounds for traffic and also the effect on local community.
Staggered start/finish times	Staggered start/finish times will be reintroduced. Parents will be notified of any changes. It is anticipated that the school will revert to arrangements that were in place during the last academic year.	Headteacher/ Head of School / Headteacher	As above	Changes to staff hours	Impact on wraparound staffing. Possible problems for bussed pupils.
Cancellation of School Trips	The school will review school trips, including residential visits. These may be cancelled following advice from LA and PH.	Headteacher/ Head of School / Headteacher / Local Authority / Public Health Teams	As above	NA	Possible losses of deposits/coach fees



Action	Action detail	Lead	Review	Supplies/resources required	Other considerations
Clinically Extremely Vulnerable	The school will follow national guidance on shielding the CEV as well as recommendations given to individuals by their clinicians. The school will work with parents to discuss other measures that could be put in place to ensure their children can regularly attend	Headteacher/ Head of School / Headteacher / Local Authority / Public Health Teams	As above	Laptops/paper handouts	Extra work for staff to produce work for pupils at home.
Partial or full closure	Remote learning to be reinstated for classes/ year groups/ whole school in line with the school's remote learning plan available on the website	Headteacher/ Head of School / Headteacher / Local Authority / Public Health Teams	As above	Laptops/paper handouts	



**Appendix A**

**ISOLATION PERIODS, DEFINITIONS OF CLOSE CONTACT AND INFECTIOUS PERIOD FOR COVID-19**

- ❖ Positive person: isolate from **day symptoms started/day of test (if no symptoms) and for the next 10 full days AND until well and fever free for 48 hours**
- ❖ Identify **ALL** close contacts in infectious period (see below definitions) – all to isolate for **10 full days after day of last contact with case, unless exempt (see below)**
- ❖ **Exception: positive cases and contacts** who are residents/patients in care homes/hospitals/anyone discharged who receives care - to isolate for **14 days (cases and contacts)**
- ❖ **Exemptions from self-isolation as a close contact (except health and care workers):**
  - ❖ Fully vaccinated - *i.e.* more than 14 clear days after day of second dose of UK COVID-19 vaccination
  - ❖ Under 18 years and 6 months
  - ❖ Part of COVID-19 vaccine clinical trial or medically exempt from vaccination (seek separate advice)
  - ❖ Those exempt should undertake a PCR test, regular twice weekly lateral flow testing, limit social contact and wear a face covering
  - ❖ **Note the above exemption rules are not the same for health and care workers (separate guidance has been issued)**
- ❖ Follow "[Guidance for contacts of people with confirmed COVID-19](#)" guidance

**DEFINITIONS**

<b>CLOSE CONTACTS</b>	<b>INFECTIOUS PERIOD</b>
Direct physical contact (any duration)	If symptomatic: 2 clear days before day on which symptoms start – and for 10 days after
Face-to-face contact under 1m (any duration)	
Close contact under 1m for 1 minute or more	
1-2m for 15 minutes or more (cumulative over 24 hrs)	No symptoms: 2 clear days before the day of the test – to 10 days after
Travel in a vehicle	