



# RCSAT Outbreak Management Plan Guidance

## Warmingham CE Primary – September 2021



All education and childcare settings should have outbreak management plans. The Outbreak management Plan should sit alongside the school's COVID Risk Assessment.

The Education Contingency Framework identifies what measures may need to be in place where an outbreak occurs.

The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The **thresholds\***, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. 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

Area of Concern	Issues for schools to consider	School Response Plans
<b>Outbreak Control Meeting</b>	<ul style="list-style-type: none"> <li>• Does the school have a process to collect all the information required in relation to an outbreak, including a list of staff / pupils who have tested positive in the last 14 days, with isolation dates etc.?</li> <li>• Form used by admin to record cases in appendices below</li> </ul>	<p>Anyone displaying symptoms of COVID 19 or testing positive should not attend the setting.</p> <p>Staff are encouraged to complete a lateral flow test every Wednesday and Sunday evening and report the results to Kate Appleby by 7pm.</p> <p>Staff are encouraged to take an additional lateral flow test if they are visiting another setting or attending an external meeting/ training session.</p> <p>All visitors into school will be recorded in our COVID Track and Trace Outbreak Log (Appendix 1). This will contain information as to who has been in the building and whom they have mixed with. Date/ time / location to be recorded.</p>

		<p>All visitors will be required to complete a lateral flow test on the morning of their visit, have their temperature taken on arrival and wear a face covering whilst inside the school building.</p> <p>Admin to keep a record of all pupils who undertake PCR tests (Appendix 2). This will include dates of test/ outcome of test isolation dates if needed and class. This can then be cross referenced with the Track and Trace logbook if necessary.</p> <p>Office keeps central list of absences and any COVID related ones and records this via SIMs.</p> <p>Any isolations will now be made by Track and Trace.</p> <p>Those in close contact will be advised to take a PCR test and limit social contact although isolation is not necessary, and they can remain in work/school.</p> <p>Siblings of a positive case who are under 18 can continue to attend school.</p> <p>All letters to inform parents will be held on 'teachers 2 parents' system so that information can be shared with parents should there be a positive case.</p> <p>School will seek PHE advise should any pupils or staff member be admitted to hospital with COVID 19.</p>
<p><b>Remote Learning</b></p>	<ul style="list-style-type: none"> <li>• What capacity and plans does the school have for remote learning?</li> <li>• What measures need to be put into place to 'switch on' the remote learning offer?</li> </ul>	<p>Google classrooms remains active.</p> <p>Staff and pupils are able to switch to the remote learning package quickly.</p>

	<ul style="list-style-type: none"> <li>• How will decisions be made about how to limit the workforce onsite and who are the appropriate staff to work remotely?</li> </ul>	<p>On return in September pupils will be reminded of the process for logging on and the remote learning procedure will be shared once again with parents.</p> <p>Staff will be encouraged to refresh their skills.</p> <p>Organise training for Becky Bugliarello.</p>
<p><b>Staffing</b></p>	<ul style="list-style-type: none"> <li>• What plans are in place if staff test positive and are required to isolate including: <ul style="list-style-type: none"> <li>– Classroom staff</li> <li>– Site staff</li> <li>– Office staff</li> <li>– The Senior Leadership Team</li> </ul> </li> <li>• How will lessons be covered and prioritised?</li> <li>• How will the site be safety checked?</li> <li>• Who will manage a critical incident?</li> <li>• What is the minimum number of staff required on site to ensure the site is safe? (bearing in mind that large groups of pupils will not be routinely sent home.)</li> </ul>	<p>Class bubbles – every bubble as a class teacher and TA. If required staff from other bubbles LFT and if clear move to other bubble.</p> <p>Site staff duties can be covered by admin and SLT. Site safety to be checked by Principal in SMO's absence.</p> <p>Office staff are able to work remotely - phones would be manned by SLT.</p> <p>SLT are able to work remotely.</p> <p>Critical incidents to be managed by either Kate Appleby and/or Nic Badger.</p> <p>School could operate with 4 teacher/TA combination present on site.</p> <p>Double jabbed staff do not need to self-isolate on close contact of a positive case. List to be held of those in school who are double jabbed.</p> <p>All staff to be encouraged to get vaccinated.</p> <p>None vaccinated staff will still need to self-isolate.</p>

		Twice weekly lateral flow testing will continue to be encouraged – every Sunday and Wednesday night. Results reported to Kate Appleby by 7pm.
<b>Prioritising pupil attendance</b>	<ul style="list-style-type: none"> <li>• Which year groups will be given priority if the school is required to limit attendance onsite?</li> <li>• Are registers available of priority groups i.e. vulnerable children, parents of critical workers?</li> <li>• Special Schools / Alternative Provision: How will you seek to resume as close as possible to full-time provision?</li> </ul>	<p>Priority will be given to – Reception, Year 1 and Year 6</p> <p>Registers of priority groups – vulnerable, key workers are held by the Principal, Kate Appleby.</p>
<b>On-site testing (secondary schools/colleges)</b>	<ul style="list-style-type: none"> <li>• If cases increase what needs to be in place to be able to re-introduce an on-site ATS?</li> <li>• Will a scaled down version remain operational for pupils who are unable to test at home?</li> <li>• Will the 'Cheshire East Swab Squad' be called on to support with on-site testing, if required?</li> </ul>	NA
<b>Face Coverings</b>	<ul style="list-style-type: none"> <li>• What will trigger the requirement for face coverings to be worn by staff / pupils in Y 7 and above? <ul style="list-style-type: none"> <li>– In communal areas</li> <li>– In classrooms</li> </ul> </li> <li>• How will face covering requirements be communicated to pupils / parents / staff?</li> <li>• What plans are there to 'warn' pupils and staff that this may be a requirement?</li> </ul>	<p>Face coverings will continue to be worn by staff in communal areas until September 30<sup>th</sup> and then reviewed.</p> <p>Face coverings will be worn in staff meetings</p> <p>Face coverings will be worn when holding meetings with any outside personnel although all meetings will be encouraged to be held virtually at least until October half term.</p> <p>Any visitors to school will be required to wear a face covering when entering the building.</p>

		Mixing between the 3 schools within the trust will be kept to a minimum – LFD Tests will be taken prior to any meeting and face coverings will be worn.
<b>Shielding</b>	<ul style="list-style-type: none"> <li>• How many staff/pupils are classed as clinically extremely vulnerable in the school?</li> <li>• How will school accommodate staff/pupils if the clinically extremely vulnerable are required to shield?</li> </ul>	No staff or pupils are CEV. Two families have parents/siblings who are CEV.
<b>Trips and Performances</b>	<ul style="list-style-type: none"> <li>• Has the school included COVID safe measures and a risk assessment where school visits are planned?</li> <li>• Is consideration for school and local case rates included in planning for school trips?</li> <li>• Is any financial outlay insured against the possibility of having to cancel a school trip due to a local / school outbreak?</li> <li>• What plans are in place to monitor local and school case rates before agreeing a performance can go ahead?</li> <li>• What COVID safety measures are in place for the performance?</li> </ul>	<p>All Risk assessments for visits will include COVID safe measures.</p> <p>These will be checked by Kate Appleby, Nic Badger and Katherine Charlesworth (Evolve)</p> <p>Local PHE figures will guide any attendance on school trips.</p>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• If an outbreak occurs in the school, what plans are in place to inform parents quickly?</li> <li>• How will press enquiries be dealt with?</li> <li>• Does Cheshire East Communication Team need to be involved?</li> <li>• Are there other organisations that need to be involved in communication</li> </ul>	<p>Letters are uploaded onto 'Teachers 2 Parents' ready to send. Nic Badger to co-ordinate any communication. Warn and inform letters have been updated to reflect latest guidance.</p> <p>COVID Education LA Team to be contacted using online form should there be a positive case.</p> <p>In the event of an outbreak (see threshold* above) Kate Appleby with agreement of Nic Badger will:</p> <ol style="list-style-type: none"> <li>1) Make contact with COVID education team</li> <li>2) Gather details on the cases, classes, out of school clubs etc</li> </ol>

		<p>3) Discuss with the COVID team/PHE any necessary plans  4) Update with any further cases</p>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• If there are concerns about a child during an outbreak, what school measures are in place to keep in touch with them?</li> <li>• How will safeguarding be assured during periods of remote learning for vulnerable pupils?</li> <li>• Who will contact social workers / family support workers if a vulnerable child is isolating?</li> </ul>	<p>Regular contact will be made to any child the school has concerns about during any absence or closer – call content will be recorded on CPOMS.</p> <p>Kate Appleby, Sally Allen and Katherine Charlesworth to be point of contact with any safeguarding concerns.</p>

<b>Useful Contacts</b>	
<b>LA Education COVID Response Team</b>	<a href="mailto:COVID19@cheshireeast.gov.uk">COVID19@cheshireeast.gov.uk</a> 01270 371323
<b>Cheshire East Public Health</b>	<a href="mailto:PHBusinessTeam@cheshireeast.gov.uk">PHBusinessTeam@cheshireeast.gov.uk</a>
<b>Public Health England Northwest Health Protection team</b>	0344 225 0562 / 0151 4344819
<b>DfE Helpline</b>	0800 046 8687 8am to 6pm Mon-Fri and 10am to 4pm Sat-Sun
<b>Cheshire East Communication Team</b>	<a href="mailto:communications@cheshireeast.gov.uk">communications@cheshireeast.gov.uk</a> 01270 686577
<b>ChECS (Children living in East Cheshire)</b>	0300 123 5012 (opt3) <u>Out of Hours</u> 0300123 5022
<b>I-ART (Children living in West Cheshire &amp; Chester)</b>	0300 123 7047 Out of Hours 01244 977277
<b>Early Years Team</b>	<a href="mailto:earlyyearsandchildcareteam@cheshireeast.gov.uk">earlyyearsandchildcareteam@cheshireeast.gov.uk</a> 01625 374182
<b>School Meals Service</b>	<a href="mailto:cheshireeastcatering@cheshireeast.gov.uk">cheshireeastcatering@cheshireeast.gov.uk</a> 01270 2713663





