Outbreak Management Plan

BURTONWOOD COMMUNITY PRIMARY SCHOOL

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Outbreak Management Plan

Plan Statement

This plan is designed to work in conjunction with the school *Pandemic and Infection Control Policy* and *Business Continuity Plan* for dealing with outbreaks of an infection, epidemic or pandemic.

The Aims of the Plan

The aim of this plan is to advise staff about the precautions needed when dealing with an infectious outbreak.

Human infections/epidemics/pandemics may have significant implications for the school, so this plan also considers the guidance from the World Health Organisation, Government, Department of Education (DfE), Public Health England (PHE), Local Educational Authority and Compliance Education. (All of the above, from now on, are collectively referred to as Authority Advisors).

As of the 19th of July 2021, the country moved to Step 4 of the roadmap. This marks a new phase in the government response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education.

The Department for Education has handed power back to the Local Authority and Public Health England to manage outbreaks within our school(s) and the local community.

This may help to help manage outbreaks in schools, or if there is an "extremely high prevalence" of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures "responding to a variant of concern".

Therefore, the Head Teacher together with the Senior Leadership Team and Omega Multi-Academy Trust will work closely with all our authority advisors to ensure all future preventive measures are implemented.

Where there is conflicting advice, the Head Teacher together with the Senior Leadership Team and Omega Multi-Academy Trust will err on the side of caution and reserve the right to implement any further measures that are deemed to be in the best interest of our school(s), our staff, and the children within our care.

COVID-19 is a rapidly evolving situation resulting in guidance and plans having to be developed or changed at a fast pace and is subject to change with little notice. Therefore, the Head Teacher together with the Senior Leadership Team and Omega Multi-Academy Trust and Compliance Education have devised a traffic light style plan which will be kept under review.

Green   Singular positive coronavirus case reported.

Amber   Several positive coronavirus cases reported within 10 days or there is a moderate prevalence of COVID-19 in the community.

Red   Substantial increase in positive coronavirus cases reported with the last 10 days or there is an extremely high prevalence of COVID-19 in the community.

How we will reduce the chances of an outbreak within our school

Burtonwood C.P. School has and will continue to follow our existing COVID-19 control measures by ensuring good hygiene for everyone, maintaining appropriate cleaning regimes, keeping occupied spaces well ventilated and following Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Ensuring good hygiene for everyone:

- Hand hygiene
  We will continue to encourage all our staff and students to regularly practice frequent and thorough hand cleaning with soap and water or hand sanitiser

- Respiratory hygiene
  We will continue to encourage the 'catch it, bin it, kill it' approach as it still remains very important.

Personal Protective Equipment (PPE)

The school will ensure adequate and appropriate stock levels of PPE is provided for all staff:

- Suitable PPE for cleaners as per MSDS and/or COSHH Risk Assessments.
- Suitable PPE for cleaners when completing a Deep Clean
- Suitable PPE for cleaning up bodily waste
- Suitable PPE for Nappy/Pad Changing (delete if not applicable)
- Suitable PPE for First Aiders.

Types of PPE

- Gloves – Are to be worn to protect your hands
- Face Masks/Coverings – Are worn to protect/prevent the spread of a respiratory virus when close contact with another person cannot be avoided.
- Eye Protection or Shields – Are worn when there is a risk of bodily fluids splashing up into your face.
- Aprons – Are worn to protect your clothing from becoming soiled.

Nominated First Aid Lead and/or Principal/Business Manager

- Will ensure an adequate number of First Aiders (Paediatric First Aid, First Aid at Work, Emergency First Aid) are always available.
- Will ensure staff requalification dates have not lapsed.
- Will ensure all First Aiders receive refresher training to ensure they are:
    - ➢ Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.
    - ➢ Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.
    - ➢ Aware of the importance to keep up to date with relevant First Aid Advice
    - ➢ Aware of their own capabilities.

All staff have been instructed in donning and doffing PPE. All PPE is regarded as single use and immediately binned after use. The clinical waste is double bagged and left for 72 hours before being disposed of with general waste.

Face Coverings

The school acknowledges that as a temporary measure in primary schools, face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.

Travel

Staff in primary schools and staff and students in Year 7 and above are advised to wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.

Maintaining Appropriate Cleaning Regimes

The school will continue to maintain an appropriate cleaning schedule.

This includes regular cleaning of all areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

School Caretaker and/or Cleaners

- Will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly.
- Will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing
- The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school.
- Rotas are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day.
- Will check cleaning products, handwashing/drying, hand sanitizer and PPE stock levels are maintained.
- Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used.
- Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH Risk Assessment.
- Will follow PHE guidance for cleaning of non-healthcare settings COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)

Teaching and non-teaching Staff

- Will follow personal hygiene guidelines.
- Will ensure that pupils/students follow hygiene guidelines.
- Will provide help and guidance when necessary to help young or vulnerable children.
- Will deliver an age-appropriate lesson on "The Importance of Good Personal Hygiene" to pupils/students. (Personal and Social Education lessons)

Catering Manager and Kitchen Staff

- Will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling.
- Will ensure personal hygiene and handwashing is maintained.
- Will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day.
- Will clean and disinfect food storage and preparation areas.
- Will ensure PPE is worn when preparing and serving food (gloves, hairnet/hat, apron?)

Keeping Occupied Spaces Well Ventilated

School leaders will continue to ensure all school buildings are well ventilated and that a comfortable teaching environment is maintained.

School Caretaker and/or Principal

- Have already carried out a ventilation assessment and have weighed up the need for increased ventilation whilst maintaining a comfortable temperature.
- Have already identified which external windows and which external/internal non-fire doors can be left open to improve natural ventilation whilst adhering to health and safety and safeguarding guidance.
- Will continue to utilise monitors to measure CO2 levels in classrooms and will implement any future guidance.

Teaching Staff

- Will continue to assess their classroom temperature and will report and seek permission before closing any windows or doors as on doing so may have an impact on other internal classrooms or learning spaces.

Following Public Health advice on testing

The school will continue to provide staff with rapid lateral flow home testing kits to identify individuals with coronavirus (COVID-19) who do not have symptoms.

Finding asymptomatic cases early, along with our control measures will help us eliminate or manage the spread of this virus within our school. Therefore, safeguarding the health of our staff and keeping as many staff and students in school as possible.

Lateral Flow Test

Staff and will be requested to commence testing 3 working days before the start of the autumn term and then twice weekly home testing until the end of September.

Vaccination

As a school, we encourage vaccine take up including boosters and enable staff who are eligible for a vaccination to attend booked appointments where possible (even if during term time).

Clinically Extremely Vulnerable

Staff and pupils previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are no longer advised to shield. Any staff previously identified as being in one of these groups are advised to follow guidance.

In some circumstances, staff and pupils may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow

that advice. Whilst individual risk assessments are not required, we will discuss any concerns that people previously considered CEV may have.

Principal

- Will ensure all existing COVID-19 control measures are maintained (good hygiene for everyone, maintaining appropriate cleaning regimes, keeping occupied spaces well ventilated and following Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19)
- Will encourage all staff and eligible students to partake in the regular Lateral Flow Testing programme.
- Will encourage all staff and eligible students to have the vaccine including boosters.
- Will, if necessary, refer staff, pupils/students and parents/carers to external services who provide a range of health support and advice for physical and mental health needs.

Self-isolation

In order to eliminate the risk of spreading coronavirus within our school all students, staff and other adults who develop COVID-19 symptoms or have tested positive will be instructed to refrain from coming into school and to follow current self-isolating and LFD/PCR testing guidelines.

The school will continue to use the designated isolation room and will follow existing COVID-19 procedures when looking after a child/young person who is suspected of having coronavirus and is awaiting collection or transfer to hospital.

Isolation room:

- Has been allocated so the ill person can be monitored from a safe distance.
- Is well ventilated.
- Is located near to a toilet (whilst the isolation room is occupied the toilet is not used by anybody else and is deep cleaned after the person has left the building).
- Is equipped with a personal protection Equipment (PPE) pack, washing facilities or alcohol hand sanitiser.

School Caretaker and Cleaners

- Will, if possible, leave the room closed off to everyone for 72hrs
- Will don-on full PPE for carrying out a Deep Clean
- Will complete a deep clean of the isolation room and toilet.

Managing Confirmed Cases of COVID-19

As a school we will always put the best interests of our staff and pupils/students first. This may mean if there is a worrying raise in coronavirus cases or we notice that several of our staff or pupils/students are falling ill with the virus we will immediately review

our existing control measures and may re-introduce measures that were in place during the academic year 2020-2021.

We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. We will, however, strive to remain open unless advised otherwise.

Classification of an outbreak

The current guidance states an outbreak or incident may be defined as:

- An incident in which 2 or more people experiencing a similar illness are linked in time or place.
- A greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred.
- If you have several confirmed cases within 10 days.

As the definition(s) above are open to interpretation the school will continue to record all COVID related absences and review for possible outbreak trends and links.

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

The Principal/Headteacher will regularly assess the results and will report all possible outbreaks to the Local Health Protection Team on 0800 046 8687 option 1.

The school also acknowledges that to ease the pressure on the Local Health Protection Team, our Local Authority may request to triage our finding first. Therefore, the school will continue to work closely with the Local Authority and Local Health Protection Team.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulation

As coronavirus falls under one of the many pandemics which are reportable to the Health and Safety Executive 'whereby a member of staff or student has been confirmed of having the illness and have attended their place of work/school'.

The Headteacher will ensure Compliance Education is notified immediately given the HSE RIDDOR time constraints so, a full investigation can be conducted and when necessary, a RIDDOR report is submitted.

Dealing with a Notification

Upon notification of a suspected, confirmed case of coronavirus or upon notification from our authority advisors, the Head Teacher together with the Senior Leadership Team and Omega Multi-Academy Trust will activate the Outbreak Management Plan.

This will take the form of:

- Establishing who the infectious person is. Have they been in school and if so, who have they been in contact with?

- Ascertaining whether the infectious person has direct or indirect links to the school and what impact this may have.

  - ➢ **Direct** refers to: a staff member who works, carried out some temporary work or student who attends our school.
  - ➢ **Indirect** refers to: example a member of a staff or a member of a student's household has developed symptoms or has tested positive.

- Managing absenteeism levels and ensuring staff to pupil/student ratios are maintained.

- Ensuring educational learning material is made available to all pupils/students who are required to self-isolate or have been advised to shield.

Self-isolations rules:

- All staff and pupils/students who develop COVID-19 symptoms are required to self-isolate at home immediately and arrange to have an LFD/PCR test completed even if their symptoms are mild.

- **Note:** All persons who test POSITIVE will be legally required to self-isolate regardless of their vaccination status or age (a person can be fined if they do not self-isolate).

- **Isolation Period** includes the day the person's symptoms started or the PCR test date and the next 10 full days however staff and pupils who record a positive LFT or PCR test may end their 10 day isolation period early in most circumstances unless they cannot test for any reason. Staff and students may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. If both these test results are negative, and the person does not have a high temperature, they may end their self-isolation after the second negative test result and return to school from day 6.

- On the 16th of August 2021, the legal requirement to self-isolate for contacts of a positive case ended for the following groups:

  - ➢ Students and/or staff 18yrs and 6 months and under.

> ➤ Students and Staff 18yrs and 6months and above who are fully vaccinated.

- **Note:** If contacted by NHS Test and Trace as a close contact, the above persons will be advised to take a PCR test.

- If a person tests POSITIVE they will be legally required to self-isolate regardless of their vaccination status or age (a person can be fined if they do not self-isolate).

- Monitoring all COVID related absences, reviewing the results for possible outbreak trends and links and when necessary, report all possible outbreaks to the local health protection team on 0800 046 8687 option 1.

- Review existing COVID-19 control measures to ensure they are being maintained, followed and whether further control measures need to be introduced or enhanced to control the spread of the virus within our school.

- Introducing further measures, when necessary, to eliminate or stop the spread of the virus within our school, this may include:

  - ➤ Temporarily reintroducing the wearing of face coverings in communal areas and/or classrooms.
  - ➤ Temporarily ceasing all activities that bring large numbers of staff and/or pupils/students together in one area especially if it's an indoor activity (eg assemblies)
  - ➤ Restricting movement around the school
  - ➤ Reintroducing year/class bubbles.
  - ➤ Partial or full closure of the school and reactivating remote learning and lunching provision to those eligible to receive benefit-related free school meals.

- Maintaining good communication between staff, students, and parents/carers:

  - ➤ Reminding everyone of the importance of staying at home and self-isolating if they have COVID symptoms, have been instructed by NHS Test and Trace or a medical professional, awaiting test results or have tested positive for COVID.

  - ➤ Reminding everyone of the importance of good hand hygiene and respiratory hygiene.

  - ➤ Reminding everyone of the importance of completing twice weekly lateral flow testing if eligible.

  - ➤ Notifying everyone concerned of any changes to our normal educational hours or activities.

GREEN (example). Singular positive coronavirus case reported.

- The Head Teacher and SLT will meet to discuss what direct or indirect impact this positive case has on the school and will review the existing COVID-19 Control Measures to ensure they are being maintained and followed.

- Depending on staffing levels, the school will arrange temporary cover in order to maintain staff to student ratios.

- School will provide high quality remote education for those unable to attend school (see Remote Education Policy and other supporting documents)

- Where necessary, cleaning regimes in the school will be raised ensuring all high-contact areas such as toilets, door handles, handrails etc are disinfected and cleaned.

- Staff and pupils/students will be encouraged and reminded of the importance of maintaining good hand hygiene before entering and after leaving the school, as well as regularly throughout the day.

- Ensuring that everyone (staff and pupils/students) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.

- As a preventive short term measure, the school may re-introduce the wearing of face coverings in communal areas even when guidance confirms this is not required.

- Planned assemblies and other large gatherings which bring staff and pupils/students from different year/classes together will be rigorously assessed and the Head Teacher and SLT will carry out a 'dynamic risk assessment' which will consider the safety of the staff and students.

  Note: a 'dynamic risk assessment' is an on-the-spot process of weighing up the risks against the probability of further positive or symptomatic coronavirus cases and does not always require a formal documented risk assessment.

AMBER (example): Several positive coronavirus cases reported within 10 days or there is a moderate prevalence of COVID-19 in the community.

The following actions may be activated due to further reported positive COVID-19 cases within our school (staff and/or students) or we may be instructed by our local authority to implement these measures due to an increase of COVID-19 cases within our community.

- The Principal will contact Compliance Education for advice relating to increasing cases.

- The Head Teacher and SLT will meet to discuss what actions are required to control the spread of the virus within our school

- Depending on staffing levels the school will arrange temporary cover in order to maintain staff to pupil/student ratios. If staffing numbers fall below recommended levels, the school may have to consider prioritising lessons and/or temporally introduce blended learning.

- Our school will provide high quality remote education for those unable to attend school (see Remote Education Policy and other supporting documents)

- Cleaning will be enhanced further to include the frequency of the cleaning regime, disinfecting of all high-contact areas such as toilets, door handles, handrails etc to deep cleaning/fogging identified areas.

- Staff and pupils/students will be encouraged and reminded of the importance of maintaining good hand hygiene before entering and after leaving the school, as well as regularly throughout the day.

- Ensuring that everyone (staff and pupils/students) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.

- Staff and eligible students will be advised to carry-out regular lateral flow testing.

- As a preventive short term measure, the school will re-introduce the wearing of face coverings in communal areas even when guidance confirms this is not required.

- Planned assemblies and other large gatherings which bring staff and students from different year/classes together will be temporally ceased and reintroduced when the number of positive or symptomatic coronavirus cases reduce.

Further cases within 10 days or there is a high prevalence of COVID-19 in the community.

- If the number of positive or symptomatic coronavirus cases continue to rise the Head Teacher and SLT will immediately reduce face-to-face contact by re-introducing year/class bubbles, restricting movement around the school, cancelling or restricting residential educational school visits to year/class bubbles only, restricting school access by allowing only essential visits.

- The Head Teacher will carefully monitor all COVID related absences, reviewing the results for possible outbreak trends and links and when necessary, report all possible outbreaks to the Local Health Protection Team on 0800 046 8687 option 1.

RED (example): **Substantial increase in positive coronavirus cases reported with the last 10 days or there is an extremely high prevalence of COVID-19 in the community.**

The following actions may be activated due to a substantial increase in reported positive COVID-19 cases within our school (staff and/or pupils/students) or we may be instructed by our local authority to implement these measures due to an increase of COVID-19 cases within our community.

- The Principal will continue to work closely with the dedicated Local Health Protection Team and Public Health England who will devise a structured plan to bring the spread of the virus under control.

- Secondary schools will accommodate an on-site testing facility and will work closely with the Local Health Protection Team.

- Depending on staffing levels, the school will arrange temporary cover in order to maintain staff to pupil/student ratios. If staffing numbers fall below recommended levels, then the school may have to consider prioritising certain year groups or closing the school and reactivating remote learning and lunching provision to those eligible to receive benefits-related free school meals.

- Our school will provide high quality remote education for those unable to attend school (see Remote Education Plan and other supporting documents).

This may include restricting attendance, prioritising certain year groups or closure:

- **EYFS:** If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.

- **Primary School:** If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.
- **Closure:** We recognise that closing the school may be necessary in exceptional circumstances in order to control the virus. We will, however, strive to remain open unless advised otherwise.

Reopening the School.

Dependant on the type and severity of the Infection/Epidemic/Pandemic, school will consult with the Omega Multi-Academy Trust and School Governors following discussions with the Local Educational Authority and Compliance Education regarding procedural steps that should be implemented and at what time. School must not reopen without the approval of the Omega Multi-Academy Trust and Local Authority.

Reference Guides used to create this document

Specific educational setting guidance (July 2021)	Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)
	Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)
	SEND and specialist settings: additional COVID-19 operational guidance (applies after Step 4) - GOV.UK (www.gov.uk)
	Further education COVID-19 operational guidance - GOV.UK (www.gov.uk)
	Higher education COVID-19 operational guidance - GOV.UK (www.gov.uk)
Contingency framework	Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)
Protecting people who are Clinically Extremely Vulnerable	COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk)
	Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)
	Talking with your workers about preventing coronavirus (COVID-19) - Overview (hse.gov.uk)
Supporting pupils with a medical condition	Supporting pupils at school with medical conditions (publishing.service.gov.uk)
Educational Visits	Health and safety on educational visits - GOV.UK (www.gov.uk)
Wraparound provision	Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)
School Meals	Providing school meals during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)
Use of PPE	The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs) - GOV.UK (www.gov.uk)
Cleaning	COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)
Ventilation	Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)
Face Coverings	Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)
Self-Isolating	When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)
COVID-19 symptoms	Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk)
Staying at home guide	Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)
Testing	Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)