

Federation of Boldmere Schools (Boldmere Infants & Boldmere Juniors)

Covid 19 - School Outbreak Management Plan Template

How to use this template

This template is designed to help Education and Early Years Settings to plan for and respond to cases and outbreaks of COVID-19 within their facilities or settings, as part of a coordinated response beyond the 19th July and Step 4 of the government road map.



If there is a case/s of COVID-19 linked to your setting, your setting will have an important role in preventing the spread of transmission and impact on health and wellbeing.

Local Health Protection, PHE and DFE all offer support and will work closely to identify what you need to do to protect other people and resume normal activities safely.

It is important to use this template alongside:

1. Current Government guidance to Educational Settings
2. Your COVID-19 Risk Assessment and infection control measures
3. Any relevant Business Continuity Plans

Your **Outbreak Management Plan** is different to your **COVID-19 Risk Assessment**

- Your *COVID-19 Risk Assessment details* how your setting complies with the minimum standards for managing the risks of COVID-19, to keep employees, pupils and other people within the setting safe.
- Your *Outbreak Management Plan* (this plan) documents your setting's roles and responsibilities in preparing for and responding to a confirmed case(s) of COVID-19 and Outbreak/In setting transmission within or associated with your setting.
- Some of the activities listed in your *COVID-19 Risk Assessment* will be vital for managing outbreaks, so the two plans are linked.
- Some elements of your Business Continuity Plan may also be relevant especially regarding impact on staffing resources.

Before you start writing your Outbreak Management Plan, read the Government guidance and refresh your Covid-19 Risk assessment.

Also consider the needs and perspectives of diverse groups within your setting. Do you have people in your setting who are at higher risk of severe illness from COVID-19 or who have additional communication needs.

This Outbreak Management Plan template is a guide only. Please modify this template according to the needs and context of your setting.

Remember to keep your Outbreak Management Plan current. Review the plan and test arrangements as the situation evolves. Share and communicate the plan with employees and other relevant stakeholders.

School Name: Federation of Boldmere Schools

Outbreak Management Plan Version: 1

Date Completed: 06.09.2021

Review Date: 20.09.2021

Plan Owner: Carl Glasgow/Sam Kenny/Karen Welch

Context

Aim of COVID-19 Case and Outbreak Management Plan

The aim of COVID-19 case and outbreak management is to:

- prevent the spread of COVID-19 within the setting or/and manage impact of community transmission impacting on the setting.
- minimise the impact of COVID-19 on staff, pupils, other key stakeholders.

Objectives of Outbreak Management Plans

The objective of outbreak management planning is to document the activities you will undertake in preparing for and responding to a single or multiple cases of COVID-19 within the setting. What actions and controls will be stepped up and stepped back down at relevant points in responding to and recovering from an outbreak.

The setting will step up and step back down the response measures according to the level of risk, effectiveness of response measures and availability of resources, in close collaboration with Local Outbreak Control Team, Public Health England and DFE.

Governance

Main contact point for Local Authority Local Outbreak Control	contacttracing@birmingham.gov.uk
Response lead and ultimate decision-maker	Carl Glasgow – Executive Head Teacher, in conjunction with each Head of School – Sam Kenny and Karen Welch Greg Bloom, Chair of the FGB for approval
Coordination of the response	As above
Central support for any response	Senior Leadership Teams of both schools Mark Rollason, Site Manager Becky Dewsbery, Finance Manager Julie Goaley/Caroline Huddleday – Admin
Local arrangements specific to schools	Sam Kenny - Boldmere Nursery and Infants Karen Welch – Boldmere Juniors

Related resources

Business Continuity Plan – ensure that this is available locally and off-site for reference.

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.

Here are the key stakeholders for Boldmere and their outbreak management role relevant to our Outbreak Management Plan.

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> Contribute to the revision of risk assessment, follow the outbreak management plan
Pupils	<ul style="list-style-type: none"> Follow the behaviour expectations needed for any change in measures
Parents/Carers	<ul style="list-style-type: none"> Comply with updated guidance
Visitors/Volunteers	<ul style="list-style-type: none"> Comply with updated guidance on restrictions
Contractors and delivery personnel	<ul style="list-style-type: none"> Cleaning and Catering companies to comply with plan and update own risk assessments in line with school measures in place
Where to seek Local Outbreak Advice	<p>Carl Glasgow, Sam Kenny and Karen Welch – Federation of Boldmere Schools enquiry@boldmere.bham.sch.uk Local Health Protection - contacttracing@birmingham.gov.uk DfE coronavirus helpline - Telephone: 0800 046 8687 Monday to Friday, 8am to 6pm Saturday to Sunday, 10am to 6pm Birmingham City Council NHS Track and Trace - 119 PHE West Midlands – 0344 225 3560</p>
Other relevant stakeholders	<p>Chair of Governors: Mr Greg Bloom, can be contacted via school enquiry email Before and After School Provision: Busy Bodies – Miss Kerema Hyatt</p>

Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the Federation of Boldmere Schools with support from LA local outbreak control team/PHE or DFE in close liaison with the setting outbreak management coordination team.

Key stakeholder	What they need to know	How we'll communicate	Contact information
Staff (includes employees and volunteers)	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting • Membership of any internal outbreak response team • Arrangements for managing any self-isolation requirements • Expectations about not attending work if symptomatic • Changes to staffing/rostering/timetabling arrangements • Arrangements to support staff health and wellbeing • Individual medical risk assessment information • How and when to seek advice from PHE • Thresholds of response required on page 7 of this plan 	<ul style="list-style-type: none"> • Parentmail • Staff emails • School emails • Text messages • WhatsApp • Signage • Twitter • Website 	enquiry@boldmere.bham.sch.uk
Pupils	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures 	<ul style="list-style-type: none"> • Parentmail • Assembly briefings • Website 	

	<ul style="list-style-type: none"> • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting • Any additional arrangements to support health and well-being 	<ul style="list-style-type: none"> • In class • Letters • Signs, posters and pictures 	
Parents and carers	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting 	<ul style="list-style-type: none"> • Parentmail • Website • Newsletters • Class letters • Website 	enquiry@boldmere.bham.sch.uk and year group emails
Visitors including health practitioners providing services within the setting	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting 	<ul style="list-style-type: none"> • Information displayed on arrival • Information leaflets 	
Contractors and delivery personnel (e.g. cleaners, electricians)	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting • Any changes to access times 	<ul style="list-style-type: none"> • Email • Information displayed on arrival 	
Local Outbreak Teams	<ul style="list-style-type: none"> • Outbreak management risks specific to the setting. • Names and contact details of potential contacts of the confirmed case. 	<ul style="list-style-type: none"> • Email • Telephone • Meetings (Zoom/ Teams if needed) 	

Stage 1 – Prevent and Prepare

Refer to:

Current COVID-19 Risk assessment – this will be kept regularly updated and will be made available to all staff and stakeholders via the school website

Stage 2 – Respond

The response stage is triggered by the identification of multiple cases of COVID-19 within or linked to the setting. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

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 in an identified group, 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.

In the table below, is a list of response activities that are relevant to our setting. This takes into consideration activities and consequences that are specific to our setting and actions needed if outside normal hours or where many or key staff are absent, including specific action and other control measures we could take/introduce as part of responding to single cases, having a cluster of cases and having a confirmed outbreak in the setting, or a new variant of concern.

If regional / local restrictions were implemented, we would refer to the latest guidance and update the risk assessment and outbreak management plan based on these.

The Federation of Boldmere Schools, LA Local Outbreak Control Team/DfE Coronavirus helpline /PHE will also help guide our response.

Local Directors of Public Health may direct certain activities be implemented to an individual setting, cluster of settings or a locality.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Activate the outbreak response plan	By email and phone	Carl Glasgow in conjunction with Sam Kenny and Karen Welch	Immediately on becoming aware of a confirmed case	None that we are aware of	If after hours, contact all team members by mobile phone

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Deep Clean if a number of positive cases in setting clearly linked	SLT / Office staff to liaise with Site Supervisor and our contracted cleaning supplier	Mark Rollason in liaison with Brass cleaning facilities	By end of first day	Detail the cleaning materials or approach	If isolated to a particular area, can these areas be deep cleaned safely if other children can remain on site
<i>Additional measures to be implemented in the following order:</i>					
1. Reintroduce face coverings in school	Communication	Executive Head in consultation with Heads of School	If needed as part of plan	Sufficient supply of face coverings	Be aware that at the moment this is not a mandatory requirement
2. Suspend trips and visits	Communication	As above	If needed as part of plan	Insurance and dealing with refunds	Clarity of communication and decision making to ensure all staff are aware
3. Reintroduce bubbles including at play and lunchtimes	Timetabling and communicate	As above	If needed as part of plan	A possible re-introduction of a one way system	Arrangements are effectively communicated to all staff/pupils

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
4. Further staggered start/ finish times	Timetabling and communicate	As above	If needed as part of plan	Designated entrance and exit doors are clearly labelled	Effective communication processes in place to quickly share information
5. Reinroduce class bubble closure and possible self-isolation requirements	Timetabling and communicate which individuals or 'class bubbles' which may be required to close	As above	If needed as part of the plan	None that we are aware of	As above
6. School closure	Communication	As above and in consultation with the Chair of Governors and the Local Authority	As a last resort if staffing levels unsafe and/or to break cycle of transmission.	Up to date staffing lists Effective website management	Remote learning provision Number of first aiders, DSLs, SLT, teachers, etc.

Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 14 days after isolation of the last case. Measures which may have been introduced by the local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

After standing down, Stage 1 activities will resume for prevention and preparedness of further outbreaks.

An important activity during the stand-down phase is to evaluate the response and update this plan.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Stand –down plan	Exec HT will coordinate with Heads of School on how and when measures will be de-escalated in conjunction with the Chair of Governors	EHT and HoS	When cleared to do so by local health protection advice.	None that we are aware of	Effective communication in place
	If isolated to one school the Exec HT will coordinate in liaison with the HoS on how and when measures will be de-escalated.	As above	When cleared to do so by local health protection advice.	None that we are aware of	As above
	De-escalate in the following order: 1. School closure 2. Remove bubbles and staggered times 3. Resume trips 4. Ease restrictions of face coverings	As above	When it is safe to do so	None that we are aware of	Evaluate impact at each stage

