



Saint Edmund Arrowsmith Catholic Academy

POPE FRANCIS MULTI ACADEMY TRUST

COVID-19 Template Outbreak Management Plan

**Saint Edmund Arrowsmith Catholic Academy
September 2021**

1. Introduction

This plan is based on the contingency framework for managing local outbreaks of COVID-19, schools operational guidance, provided by the Department for Education (DfE) and North West COVID-19 Resource Pack for Schools, Version 7.0.

This plan outlines how we undertake outbreak management working with our local authority (LA), Director of Public Health (DPH), Public Health England (PHE) health protection team or the national government.

We will follow thresholds for triggering outbreak investigation and management as advised by the most current North West COVID-19 Resource Pack for Schools. Currently the plan we are working to is Version 7.0.

We recognise that thresholds may change depending on factors such as community rates, presence of variants of concerns, unsustainable NHS pressure or new evidence on COVID-19.

We have identified and robustly follow measures to routinely mitigate against COVID-19. These measures are recorded in our risk assessment. This includes ensuring as a minimum we are following protective measures set out in the North West COVID-19 Resource Pack for Schools, Version 7.0:

1. Clean hands thoroughly more often than usual
2. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
3. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
4. Keep occupied spaces well ventilated.
5. Continue home testing twice a week
6. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19
7. Continue to remind parents, staff, students, pupils and children of the signs of symptoms of COVID-19 and the importance of isolating and getting tested as soon as possible.
8. Continue to encourage vaccination uptake for eligible staff, students and pupils.

2. Outbreak Management

We will record all cases of COVID-19 to enable us to monitor cases against threshold criteria. We recognise that other circumstances may also require outbreak control management response, for example, where high numbers of cases or contacts compromise safe delivery of services, death or severe illness and or high media interest. In such circumstances we will contact the local authority.

When one of the thresholds defined by the current North West COVID-19 Resource Pack for Schools, Version 7.0 is met, we will:

- Review risk assessments and ensure all routine protection measures are being followed and working effectively.
- Notify the Local Authority Link Officer to seek public health advice and or telephone the DfE helpline, following appropriate contact details and advice provided within North West COVID-19 Resource Pack for Schools, Version 7.0.
- Work with the local authority and or PHE to instigate outbreak investigation and management, implementing additional control measures as appropriate.

Outbreak Management Control Team (OCT)

An Outbreak Control Team will investigate and manage the outbreak advising on additional control measures as applicable to the circumstance. Membership of the OCT as a minimum will include School senior leadership, Knowsley Council Education and Public Health. It may also include membership from local authority health and safety, communications and commercial services and Public Health England and MerseyCare Infection Prevention and Control Service. Please see Appendix A for suggested Terms of Reference and Appendix B for template agenda.

Roles and Responsibilities

- The responsibility for managing outbreaks is shared by all the organisations who are members of the OCT.
- Leadership for managing incidents and outbreaks of COVID-19 will be agreed jointly at the first OCT meeting. This may be Local Authority, PHE, or other appropriate agency depending on the situation.
- There is no specific criteria to determine who will lead however where the focus is on infection transmission and control it is more likely that Public Health will lead, whilst if the focus is community interest or consequence management the local authority education or school is more likely to lead.

Control Measures

There are a range of measures the OCT will consider, dependent on the situation. Measures can be switched on and off over time in response to the changing picture. Please see Appendix C, Control Measures Action Card.

Control measures may include attendance restrictions as a last resort.

Additional control measures should be recorded and attached to the risk assessment as a record of the actions taken.

Communications

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via text/letter/website announcement once a decision has been made.

A reactive press statement will be prepared as appropriate. Media enquiries will be shared with the Local Authority.

3. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the following measures in this section.

Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning plan.

The school will continue to provide 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.

Parents will be asked to collect these from school.

Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

4. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

5. Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained Designated Safeguarding Lead (DSL) or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely by emailing admin@seaonline.org.uk marking the email as 'Urgent Safeguarding'.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

Appendix A - Outbreak Control Team - Terms of Reference

- a. To verify an outbreak is occurring.
- b. To regularly conduct a full risk assessment whilst the outbreak is ongoing.
- c. To work with the setting to develop a strategy to deal with the outbreak and allocate responsibilities to members of the OCT based on the risk assessment.
- d. To agree appropriate further investigations.
- e. To ensure that appropriate control measures are implemented to prevent further primary and secondary cases.
- f. To communicate as required with other professionals, the media and the public providing an accurate, timely and informative source of information.
- g. To make recommendations regarding the development of systems and procedures to prevent a future occurrence of similar incidents and where feasible enact these.
- h. To determine when the outbreak can be considered over.
- i. To produce a report or reports, containing lessons learned and recommendations.

Appendix B- Outbreak Control Team Meeting Template Agenda

(Date, time and venue)

1. Introductions
2. Apologies
3. Minutes of previous meeting (for subsequent meetings)
4. Purpose of meeting
 - At first meeting agree chair and terms of reference
5. Review of evidence
 - Epidemiological
6. Current risk assessment
7. Control measures
8. Further investigations required
9. Communications
 - Public
 - Media
 - Healthcare providers
 - Others
10. Agreed actions
11. Any other business
12. Date of next meeting

Appendix C - Control Measures Action Card

The list below are actions to consider when you have reached the threshold of an outbreak. These are not prescriptive and may not be practical or applicable but are here for consideration as part of the OCT. These measures are not weighted and should be considered individually:

- staggered start and finish times (decided by individual class / key stage / year group)
- direct entry to and exit from the classroom to minimise mixing
- manage attendance at breakfast / after school clubs
- separate class assemblies
- using separate areas for break time (staff and pupils)
- separate area for lunchtime (where possible)
- suspend class singing if suitable well-ventilated area is not available
- consider whether effected pupils should attend choir
- suspend practical wood wind / brass music lessons if suitable well-ventilated area is not available
- hold PE lessons outside, as much as possible
- minimise physical participation in contact sports
- not sharing equipment with other classes unless there is a clear and adhered to cleaning regime in place
- adults affected not to car share
- enact individual plans for CEV children
- enact individual plans for CEV / pregnant staff
- increase testing for adults
- use CO2 monitor in classroom and act on results (e.g. relaxation of uniform for warmth)
- minimise staff working multiple areas / zones
- minimise cross class working
- suspend / postpone externally led activities (e.g. photographer / dance)
- suspend face to face staff meetings / make arrangements for affected staff to join meetings online
- postpone residential educational visits
- postpone open days / transition or taster days
- use alternative means for parent / carer meetings
- postpone live performances.
- **Temporary suspension of specific class, years, clubs as a last resort**