

COVID-19 Outbreak Management Plan (OMP)

St Joseph's Catholic Primary School, Worcester

'following Jesus in all we do'

All education and childcare settings should already have risk assessments in place to prevent and control COVID-19. In addition, the Department of Education require all schools to have a Contingency Plan, also known as an Outbreak Management Plan, describing how the school would manage outbreaks of COVID-19 and how they would operate if they were advised to use any of the control measures that are described in the [contingency framework](#).

This template can be used, should you wish, to reflect your local approach to implementing measures that may be advised to you by Worcestershire County Council Local Outbreak Response Team (LORT) and PHE Health Protection Teams (HPTs), in response to an outbreak of COVID-19.

When completing this template, you should describe how your provision would operate if any of the measures listed in this template were recommended for your setting. This includes how you would ensure every child receives the quantity and quality of education and care to which they are normally entitled.

Roles and Responsibilities

Local Authorities, Directors of Public Health (DsPH), via the LORT, and PHE Health Protection Teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings.

It is important that this plan is reviewed regularly and kept up to date with changes in national guidance. It is the setting/school/college's responsibility to stay up to date with current, new and emerging national guidance.

Role	Who
Production of the plan	Mrs Louise Bury (Headteacher)
Authorisation of the plan	Governing Body
Updating the plan in the light of new guidance and situations	Mrs Louise Bury (Headteacher)
Review of the plan	Mrs Louise Bury, SLT and Site manager
Implementation of the plan (see table below)	Whole Staff

It may be necessary to implement the measures in this plan to manage a COVID-19 outbreak within the school. If an outbreak occurs, we will work with Worcestershire Local Outbreak Response team (LORT) to seek Public Health advice and manage the outbreak. The thresholds below are an indication that intervention/support/advice or guidance from the LORT may be required.

Thresholds.

For non-residential settings/schools/colleges with 21+ children/pupils/students/staff (except special schools), whichever is reached first:		
If a pupil, student, child or staff member is admitted to hospital with COVID-19.		
5 children, pupils, students or staff, who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or	Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions	School will consult the LORT for 5 positive cases if they have mixed closely. Any areas used will be deep cleaned.
10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period	Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions	Class of 30: Consult the LORT for 3 positive cases. Sports team of 11: Consult the LORT for 2 positive cases. Any areas used will be deep cleaned.

The thresholds above may be revised locally in response to high infection rates in the community or in response to a ‘variant of concern’ (VoC).

Sections highlighted in **yellow** are for your setting/school/college to insert your local arrangements.

Stage 1. On reaching the threshold. Implemented by school.

Outbreak Management Principle	How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.	Who will implement in the event of an outbreak?
Increased hand and respiratory hygiene Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)	See school risk assessment, we will review this if the threshold is reached. Hand washing and sanitising remains a priority in school but would be increased should the need occur.		Ld by HT and implemented by the staff concerned and involve the site team
Routine Error! Reference source not found. Families and staff can access tests here: Order coronavirus (COVID-19) rapid lateral flow tests – GOV.UK (www.gov.uk)	We will review the COVID-19 testing measures in place. If advised, we will increase the use of home testing by pupils focus in Years 5 and 6. We will remind parents about the importance of arranging a PCR test for pupils and double vaccinated people who are close contacts of positive cases. We will also remind parents of the additional precautionary steps that close contacts should take to reduce transmission. We will have a preprepared letter to communicate arrangements but will continue to remind parents of the key actions they need to take on the school newsletters and regular HT correspondence.		
Ventilation Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)	See school risk assessment, we will review this if the threshold is reached. September 2021 letter to parents includes our maintaining of precautionary measures, one of which is Ventilation. Ongoing		

	review will continue on this. January communication further evidences school's reassurance to parents.		
<p>Cleaning</p> <p>COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	<p>See school risk assessment we will review this if the threshold is reached.</p> <p>We will be continuing to clean all surfaces and handles from September 2021. If threshold is reached then we will bring back the cleaning schedule on the previous risk assessment – cleaning throughout the day – key areas like toilets, all handles throughout school, staffroom and other communal areas.</p> <p>Teachers will continue to wipe tables and chairs at breaktime and lunchtime. KS2 classrooms cleaned before and after lunch by lunch staff due to children eating in there. FRESH CLOTHS ARE USED EACH TIME AND USED ONES DISPOSED OF.</p> <p>Insistence on use of wipes when using staff room and strict washing of cups used.</p>		
<p>Outdoor activities</p> <p>See guidance, page 22, here: Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	<p>The school will review whether any activities can be undertaken outdoors.</p> <p>PE – timetabling of the playground; smaller groups in the hall to allow for distancing.</p> <p>Assemblies for one year group – see risk assessment.</p> <p>Lunchtimes as per risk assessment – children facing the same way, no facing each other brought back. No crossing over – strict one-way system adhered to again. Where possible picnic style outside – weather dependent.</p>		
<p>Cases in staff</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> <p>NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)</p>	<p>We will liaise with the Self-Isolation Service Hub as soon as we are made aware of any staff who have tested positive.</p> <p>We will adhere to the guidance and close contact staff will not need to isolate who are fully vaccinated or not able to get vaccinated for medical reasons. Any who are not vaccinated for medical reasons will have informed their line manager.</p> <p>They will continue to access school but following liaison with the Self Isolation hub, school will act accordingly.</p>		

<p>Educational Visits (including residential) Limitations may be advised by the LORT.</p>	<p>See school risk assessment. Risk will be assessed according to government guidelines and any planned visits will only go ahead if safe to do so. This includes visitors in school.</p>		
<p>Open /taster / transition days Limitations may be recommended by the LORT.</p>	<p>See school risk assessment Open mornings will be planned in accordance with strict Covid-19 measures. The risk assessment for this will be shared with the LORT and any concerns discussed. Such measures will include</p> <ul style="list-style-type: none"> • Hand sanitiser • Face coverings • Small booked groups • LFT beforehand <p>This will be communicated in letters, adverts and on the school website.</p>		
<p>Parental Attendance Limitations may be recommended by the LORT.</p>	<p>See school risk assessment.</p> <p>Inviting parents to events like assemblies; workshops will be planned in accordance with strict Covid-19 measures, and where possible held outside or in limited groups. The risk assessment for this will be shared with the LORT and any concerns discussed. Such measures will include</p> <ul style="list-style-type: none"> • Hand sanitiser • Face coverings • Small booked groups • LFT beforehand 		
<p>Performances and Sport Limitations may be recommended by the LORT.</p>	<p>See school risk assessment <i>Ensure COVID-19 specific control measures, that will be applied in the event of the threshold for action being met, are included in your risk assessment or added here.</i></p>		

<p>Events and attractions - Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)</p> <p>Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers - GOV.UK (www.gov.uk)</p>			
<p>Work with the Local Outbreak Response Team (LORT) in the event of an outbreak</p>	<p>If the number of cases meets the threshold and there are links in time and or place between the cases, we will work with Worcestershire Local Outbreak Response Team (LORT) to identify outbreak management control measures to be implemented.</p> <p>School will contact the LORT to confirm the positive case. Letter will be sent to all close contacts and recommendations shared ie LFT but school can still be attended.</p> <p>Parents will be encouraged to communicate with school and if their child develops symptoms then to arrange a PCR test. LORT contacted.</p>		
<p>Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.</p>	<p>See setting/school/college risk assessment</p> <p>Where possible, staff at risk will be requested to work from home as per their individual risk assessment.</p> <p>Parents of 'at risk' pupils will be contacted and if LORT guidance is for them to work from home then online learning will resume for those children.</p> <p>Ongoing monitoring will take place.</p>		

Stage 2. On reaching the threshold, after consultation with the LORT. Implemented by school.

Outbreak Management Principle	How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.	Who will implement in the event of an outbreak?
<p>In school asymptomatic Error! Reference source not found.</p> <p>ATS is only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>We may, if advised, reintroduce an asymptomatic testing site (ATS) at our school.</p> <p><i>Outline your plans for how you'll reintroduce asymptomatic testing on-site (where applicable). This might include:</i></p> <ul style="list-style-type: none"> • <i>When testing will take place</i> • <i>Where testing will take place</i> • <i>Who will receive on-site testing</i> • <i>Staffing arrangements</i> <p>NOT APPLICABLE</p>		
<p>Face Coverings (Staff and Y7+)</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>If advised, pupils, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> • Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas. <p>And/or:</p> <ul style="list-style-type: none"> • Will be asked to wear a face covering in rooms/classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity. 		

	<p><i>Outline your plans for how you will implement this advice. This might include:</i></p> <ul style="list-style-type: none"> • <i>Arrangements for making face coverings available to those arriving at the setting/school without one.</i> • <i>Communicating the arrangements to staff, visitors, parents and pupils.</i> • <i>Arrangements for training and reminders about safe use, storage and disposal of face coverings.</i> 		
<p>Restricting group mixing</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>Year groups will be split when outside. Staggered hand washing and one-way systems will be reintroduced.</p>		
<p>Only for implementation after re-introduction by national government.</p> <p>Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>	<p>We will adhere to national guidance on the reintroduction of shielding. We will speak to individuals required to shield about additional protective measures in the school or arrangements for home working or learning. As per individual risk assessments. Vulnerable staff will be, where possible, asked to work from home and adaptations to roles may take place. Where this is not possible these staff will be limited on who they mix with – so smaller ‘bubble’ All will be detailed on their risk assessment</p>		
<p>Error! Reference source not found.</p> <p>Only for implementation after consultation and advice from</p>	<p>Attendance restrictions will only be advised as a last resort. If advised and agreed by the governing body, we will implement the measures in this section. <u>In the first instance, we will stay open for:</u></p> <ul style="list-style-type: none"> • Vulnerable pupils/children 		

<p>the LORT/Public Health Consultant.</p> <p>Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</p>	<ul style="list-style-type: none"> • Children of critical workers • Year 5 and 6 pupils • Year 2 pupils • Reception pupils <p>If further restrictions are recommended, we will stay open for:</p> <p>Vulnerable pupils/children Pupils/children of critical workers</p> <p>Outline your plans to put these arrangements in place.</p> <p><i>Consider children and young people who require remote education and test positive for COVID-19 but are well enough to learn from home.</i></p> <p><i>Consider workforce requirements, maintaining safeguarding, vulnerable children/young people and free school meals. See the Contingency Framework for further guidance and arrangements for inclusion.</i></p>		
<p>Report all positive COVID-19 cases to OFSTED</p> <p>See detailed guidance here: Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>	<p>Applies to EY settings only. See local setting processes.</p>		
<p>Maintaining quantity and quality of education and care</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	<p>All pupils/children required to stay at home if they have tested positive for COVID-19 and are well enough to learn or if attendance at the school is temporarily restricted, will receive remote education.</p> <p>We will aim to deliver remote education that meets the same quality and quantity of education/care that pupils/children would receive in school the setting, as outlined in our Remote Education Policy and on the Remote Learning Tab of our school website. Where needed devices would be loaned out as in previous school closure situations.</p>		

	<p>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 restrictions.</p> <p>These will be offered on a collection basis and delivered to those who are unable to do this.</p> <p>Opportunity will also be given to offer vouchers if available.</p>		
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Notes and links to guidance

Restricting Mixing

You will have the local knowledge of your setting to decide how reduce mixing between groups. The underlying principles being:

- Each group to be consistent with the same staff and children, so no crossing of staff or children between groups.
- Groups to be small enough to contain an outbreak to as few staff and children as possible but large enough for activities to be managed.
- Groups to be kept separate from each other.

Consider in advance:

- How you would split children and staff into groups that can remain consistent and small enough to retain an outbreak but also allow your setting/school/college to operate. Options include:
 - Keeping children from the same household in the same group
 - Children of similar ages in the same group
 - Children undertaking the same activities regularly in the same group
 - Children attending on the same days in the same group

Out of school settings

[COVID-19: Actions for out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/covid-19-actions-for-out-of-school-settings)