

Education School Outbreak Management Plan



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.

Staffordshire Local Outbreak Control, 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.

This is to plan forms part of a coordinated response beyond the 19th July and Step 4 of the government road map.

The Plan will be used alongside:

1. Current Government guidance to Educational Schools
2. Our school COVID-19 Risk Assessment and infection control measures
3. Our Business Continuity Plan

This “*Outbreak Management Plan*” is different to our *COVID-19 Risk Assessment*

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

School Name: Anker Moor Primary Academy

Outbreak Management Plan Version: 1

Date Completed: 26th August 2021

Plan Owner: Simon Russell

Review Date: Ongoing

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

Objectives of the Outbreak Management Plan

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

The school 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.

Scope

In scope of this Plan	Out of scope of this Plan
Management of COVID-19 outbreaks at any of the following school: Anker Moor Primary Academy	Management of COVID-19 outbreaks outside of the school environment: General Public

Governance

<i>Who will be the main contact point for Local Authority Local Outbreak Control, PHE etc?</i>	Lyn Addison Local Outbreak Response Team - Education and Early Years ': (01785) 854004 *: C19LOC.education@staffordshire.gov.uk Hours 0800 – 2000 Monday to Friday 1000 - 1600 Saturday Sunday & Bank Holidays 8: www.staffordshire.gov.uk Direct number 01785 276243 or 07581573223
<i>Who will lead the response and be the ultimate decision-maker?</i>	Simon Russell (Headteacher)
<i>Who will coordinate the response?</i>	Simon Russell (Headteacher)
<i>What committees/forums are in place to support the response?</i>	Ella Price (Deputy Head) Kerry Davies (SLT) Nikki Boag (Office Admin)
<i>Who will participate on an internal outbreak response team, to undertake activities 'on the ground' in the school to help contain the virus?</i>	Ella Price (Deputy Head) Kerry Davies (SLT) Nikki Boag (Office Admin) Rachel Asson / Lyn Dunn (Cleaning Team)

<i>Who will represent the school on any multiagency Incident Management Team meetings to manage an outbreak likely to be called by Public Health /LA Local Outbreak Control Teams.</i>	Simon Russell (Headteacher)
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Document:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

Key Stakeholders

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> Follow procedures and control measure as stipulated by Senior Leaders and Office Admin to minimise spread. Notify HT/ Office Manager if present with positive result.
Pupils	<ul style="list-style-type: none"> Follow procedures and control measures as stipulated by Senior Leaders /Office Admin to minimise spread. Children and young people aged under 18 years and 6 months, who usually attend school, and have been identified as a close contact should continue to attend school as normal.
Parents/carers	<ul style="list-style-type: none"> Follow procedures and control measure as stipulated by Senior Leaders/ Office Admin to minimise spread. Notify HT/ Office Admin if their child(ren) present with positive result(s). Children and young people aged under 18 years 6 months, who usually attend school, and have been identified as a close contact should continue to attend school as normal. The government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.
Visitors	<ul style="list-style-type: none"> Follow procedures and control measure as stipulated by Senior Leaders/Office Admin to minimise spread. Notify NHS Track and Trace of potential contacts. The government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.
Contractors and delivery personnel (including cleaners, catering staff)	<ul style="list-style-type: none"> Contractors: Follow procedures and control measure as stipulated by school; Notify NHS Track and Trace of potential contacts. Cleaners and Catering: follow staff roles (see above).

<p>Where to seek Local Outbreak Advice</p>	<ul style="list-style-type: none"> • LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the school. • Advises our school on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures. • Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period). • Activates and leads the Outbreak Management coordination team. • Determines when the outbreak is over.
<p>Other relevant stakeholders</p>	<ul style="list-style-type: none"> • Governors: Follow procedures and control measure as stipulated by school; Notify NHS Track and Trace of potential contacts; Notify HT/ Office Admin if present with positive result. • Executive Leadership Team (ELT): Follow procedures and control measure as stipulated by school; Notify NHS Track and Trace of potential contacts; Notify HT/ Office Admin if present with positive result.

Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the school with support from LA local outbreak control team/PHE or DFE in close liaison with the school 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 arrangements for accessing the school. • Membership of the internal outbreak response team. • Arrangements for managing any self-isolation requirements. • Expectations about not attending work if symptomatic. • Changes to staffing/timetabling arrangements. • Arrangements to support staff health and wellbeing. 	<ul style="list-style-type: none"> • Meetings • Microsoft Teams • Text messages • Staff email • Signage 	<ul style="list-style-type: none"> • Simon Russell (Headteacher) • Nikki Boag (Office Admin) • Sarah Wray (Office Admin)
Pupils	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures. • Arrangements for accessing the school. • Expectations about not attending school if symptomatic. • Changes to staffing/timetabling arrangements if it affects them. 	<ul style="list-style-type: none"> • Assemblies • Signage • Through staff 	<ul style="list-style-type: none"> • Simon Russell (Headteacher) • Nikki Boag (Office Admin) • Sarah Wray (Office Admin) • Classteachers

Parents and carers	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak (i.e. if their child’s class is affected/positive case within school). • The importance of hand hygiene, respiratory hygiene and physical distancing measures. • Changes to policies and procedures; outbreak control measures being implemented, including arrangements for accessing the school. • Membership of the internal outbreak response team. • Arrangements for managing any self-isolation requirements in line with Government guidance/NHS Track and Trace. • Expectations about their child(ren) not attending school if symptomatic or positive. 	<ul style="list-style-type: none"> • Newsletter/letters • Emails • Signage 	<ul style="list-style-type: none"> • Simon Russell (Headteacher) • Nikki Boag (Office Admin) • Sarah Wray (Office Admin)
Visitors	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures. • Arrangements for accessing the school. • Arrangements for managing any self-isolation requirements in line with Government guidance/NHS Track and Trace. • Expectations about not attending the school if symptomatic or positive. 	<ul style="list-style-type: none"> • Signage • Communication (verbal) from Office staff 	<ul style="list-style-type: none"> • Simon Russell (Headteacher) • Nikki Boag (Office Admin) • Sarah Wray (Office Admin)
Contractors and delivery personnel (e.g. cleaners, electricians)	<i>Cleaners/Catering - See Staff and Visitors.</i>	<ul style="list-style-type: none"> • Signage • Communication (verbal) from Office staff 	<ul style="list-style-type: none"> • Simon Russell (Headteacher) • Nikki Boag (Office Admin) • Sarah Wray (Office Admin)
Local Outbreak Teams	<ul style="list-style-type: none"> • Outbreak management risks specific to the school. 	<ul style="list-style-type: none"> • Email • Telephone 	<ul style="list-style-type: none"> • Simon Russell (Headteacher)

	<ul style="list-style-type: none"> Names and contact details of potential contacts of the confirmed case. 	<ul style="list-style-type: none"> Meetings 	
<p>Further Professionals/ practitioners providing services to people within the school</p>	<p><i>See Staff and Visitors.</i></p>	<ul style="list-style-type: none"> Signage Communication (verbal) from Office staff Email Telephone 	<ul style="list-style-type: none"> Simon Russell (Headteacher) Nikki Boag (Office Admin) Sarah Wray (Office Admin)

Stage 1 – Prevent and Prepare: See COVID-19 Risk assessment

Stage 2 – Respond: The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the school. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

Note:

- *LA Local Outbreak Control Team /PHE will help guide the school response.*
- *Local Directors of Public Health may direct certain activities be implemented to an individual school, cluster of schools 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 team	By email and phone; 1:1/groups conversation (if all in school)	Simon Russell (HT)	Immediately on becoming aware of a confirmed case.	None	If after hours, contact all team members by mobile phone.
Deep Clean due to positive case in school	By phone; 1:1/groups conversation (if all in school)	Simon Russell (Headteacher) Nikki Boag (Office Admin)	Immediately on becoming aware of a confirmed case.	Cleaning materials including Sumabac/bleach/disinfectant sprays. Appropriate mops/cleaning equipment for each area.	If after hours, contact Cleaners by mobile phone.
If new variant of concern or the locality of the school being in a	By email/text to parents.	Simon Russell (Headteacher)	Immediately on advice from government/ LOC/	Increase volume of handwash.	If after hours, contact all team

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
high prevalence area, inform parents and staff and increase use of control measures e.g. face coverings, social distance, hand washing/gel; restrict access to school. Act upon advice from LOC Team/PHE.	By Teams message to staff.	Nikki Boag (Office Admin)	Health and Safety Team at County level.	Increase volume of hand sanitising gel. Face coverings.	members by mobile phone. Activate parent emails / texts.
If Regional restrictions need to be implemented, the school would act upon Government and regional advice which may include introducing “bubbles” and tighter control measures e.g. staggered entrance/exit, staggered lunches/breaktimes, no assemblies etc. Act upon advice from LOC Team/PHE/DfE	By email/text to parents. By Teams message to staff.	Simon Russell (Headteacher) Nikki Boag (Office Admin)	Immediately on advice from government/ LOC/ Health and Safety Team at County level.	Increase volume of handwash. Increase volume of hand sanitising gel. Face coverings. New timetables for lunches/ breaks. Staggered entrance/exit at gates etc.	If after hours, contact all team members by mobile phone. Activate parent emails /texts.

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
<p>Consider extra action if thresholds are met as determined by Contingency Framework (Gov Doc)</p>	<p>Review and reinforce the testing, hygiene and ventilation measures already in place. Consider whether any activities could take place outdoors, including exercise; assemblies, or classes; ways to improve ventilation indoors; one-off enhanced cleaning focussing on touch points and any shared equipment.</p>	<p>Simon Russell (Headteacher)</p> <p>Nikki Boag (Office Admin)</p> <p>Cleaning Team</p> <p>All staff</p>	<p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; <p>or</p> <ul style="list-style-type: none"> • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. 	<p>Increase volume of handwash.</p> <p>Increase volume of hand sanitising gel.</p> <p>Face coverings.</p> <p>New timetables for lunches/ breaks.</p> <p>Staggered entrance and exit at gates etc.</p>	<p>If after hours, contact all team members by mobile phone.</p> <p>Activate parent emails / texts.</p>

Stage 3 – Stand-down

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
Revert to stage 1 (control measures in line with Government Guidance)	Email/text to parents. Teams message to staff	Simon Russell (Headteacher)	Following advice from LOC, usually 10 days after isolation of last positive case.	None	Continue to monitor situation for further outbreaks or changes to Government Guidance locally and nationally.