



Outbreak Management Plan

Cubbington C of E Primary School



Written in collaboration with Warwickshire County Council

Outbreak Plan Management Version: 1

Date completed: August 2021

Review cycle: Monthly

Plan Owner: Juliet Jones

Scope of Plan

Outbreak prevention is partly within scope of this plan but is mostly covered by our COVID-19 Risk Assessment.

Introduction

This plan outlines how we will manage single cases and clusters of COVID-19, as well as how we would operate if we are required to reintroduce measures/mitigations in our setting or area to prevent transmission of COVID-19 in the context of an outbreak. This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

A local outbreak is defined as two or more more linked cases within a 14-day period:

<https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-andclusters>

Outbreaks can differ significantly with regard to scale and significance from two linked cases in a class, to multiple cases across multiple year groups, to outbreaks linked with new variants of concern. Whilst the measures used to manage outbreaks will be the same, the number of measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.

Triggers for outbreak management plan

- School raises concern about 2+ linked cases
- 5+ pupil cases within a year group/class within 5 days
- 10+ pupil cases across a school across a number of year groups within 5 days
- 5+ staffing cases, or fewer if impacting on the capacity of the school to operate

In the case of a local outbreak we will work with the Local Authority, Public Health and regional Health Protection Teams (HPTs). Below sets out all the possible measures/mitigations that will be considered in the case of a local outbreak. The actual measures implemented will be determined jointly and based on the specific situation. They will also balance carefully the impact on the delivery of education with the need to minimise transmission. Any measures will only ever be considered for the shortest time possible, to allow the outbreak to be managed and minimise transmission of COVID-19. In all cases measures / mitigations will only be implemented to prevent larger scale school closure.

Governance Arrangements

The Headteacher will work in collaboration with the governing body of Cubbington C of E Primary School in response to a Covid-19 outbreak. The Chair of Governors and Assistant Headteachers will assist the Headteacher in managing the outbreak, using our risk assessment and this outbreak management plan.

Agency/Individual(s)	Contact details
Local Authority	education-corona@warwickshire.gov.uk (Mon – Fri) dphadmin@warwickshire.gov.uk (Sat – Sun)
Public Health England (PHE) Health Protection Teams (NB PHE will become part of UK Health Security Agency (UKHSA) in October 2021).	wm.2019cov@phe.gov.uk Tel: 0344 225 3560 Option 0 Option 2
Response Lead/decision maker	Juliet Jones, Headteacher head3144@welearn365.com
Committees supporting the response	Full Governing Body
Outbreak response team (internal and for attending external Incident Management Team meetings)	Headteacher and Assistant Headteachers Jenks.e@welearn365.com and Edmonds.j1@welearn365.com

Key Stakeholders

Key stakeholders include those that attend Cubbington C E primary School (routinely or occasionally), those who will need to know what is happening and those that have a role in outbreak management in our school.

Stakeholders	Role(s) in Outbreak Management
Staff (including employees and volunteers)	<ul style="list-style-type: none">• Report test results• Follow school procedures• Will need to know the procedures to follow
Pupils	<ul style="list-style-type: none">• Will need to know the procedures to follow (guided by parents or staff)• Increased hand washing
Parents/carers	<ul style="list-style-type: none">• Report test results (of their children)• Follow school procedures• Will need to know the procedures to follow• Hand gel if coming into school• Optional regular LFT• Optional face mask use• Social distancing where possible• Reduction of unnecessary face-to-face meetings
Visitors	<ul style="list-style-type: none">• Hand gel on arrival• Social distancing where possible• Optional face mask use• Reduce unnecessary visits - use remote video conferencing technology where possible
Contractors and delivery personnel	<ul style="list-style-type: none">• Hand gel on arrival• Social distancing where possible
Where to receive local outbreak advice	<ul style="list-style-type: none">• From the school via email and via posters/information notices on display

Communications

Communications activities will be coordinated by the school with support from LA local outbreak control team and regional Health Protection Teams in close liaison with the school's outbreak management coordination team.

Key Stakeholder	What they need to know	Communication media
Staff (including employees and volunteers)	<ul style="list-style-type: none"> • Details of cases and any links • What they need to do next • Ways they can help to prevent further spread • If they are close contacts for the positive case(s) • What to do if they become unwell 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Reduce need for face to-face meetings - use TEAMS/Zoom video conferencing
Pupils	<ul style="list-style-type: none"> • Overview of what is going on • Reassurance about the situation • How any new measures being put in place will affect them 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> In class bubbles, face to-face discussion
Parents/carers	<ul style="list-style-type: none"> • Overview of anonymised cases • What the school is doing now • Whether they need to take any actions • Reassurance about the situation • What to do if they or their child becomes unwell • How any new measures being put in place will affect them 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Telephone if needed
Visitors	<ul style="list-style-type: none"> • If they are close contacts for any positive cases • What they should do next • What they should do if they become unwell • How any new measures being put in place will affect them 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Telephone if needed
Contractors and delivery personnel	<ul style="list-style-type: none"> • If they are close contacts for any positive cases • What they should do next • What they should do if they become unwell 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Telephone if needed
Local Outbreak Teams (LA and regional Health Protection Teams)	<ul style="list-style-type: none"> • Details of cases and the links between them • What the close contacts are likely to be • What new measures will be put in place to help manage further spread 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Telephone if needed
GPs/allied health practitioners providing services to people within the setting	<ul style="list-style-type: none"> • Links between cases • Typical symptoms shown • What close contacts have been asked to do • What increased measures are being put in place 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Telephone if needed

Preventing school transmission

Our refreshed risk assessments include how vaccination and good hand hygiene will be promoted among staff, and pupils and parents, how cleaning and good ventilation will be maintained, and how the school will operate from a distancing perspective.

Information about drop-in clinics across Coventry and Warwickshire and all vaccinations sites that you can book into can be found in the links below:

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-drop-in-clinics/>

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-sites/>

Children and staff who are unwell will be advised that they should not attend school/setting.

Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high temperature, loss/change in taste/smell), irrespective of how mild, will be asked to isolate and book a PCR test:

<https://www.gov.uk/get-coronavirus-test>

We are aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, and will take this into consideration in an outbreak scenario, and when we are seeing a larger number of COVID-19 cases.

We will ensure that we remain informed about the latest travel and quarantine advice: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/schools-covid-19-operational-guidance#travel>

Our updated risk assessment can be found here:



Covid Risk
Assessment Sept 202

Reporting cases and when trigger thresholds have been met

We will continue to report all positive cases to the local authority alongside alerting the local authority when any of the triggers outlined in the above guidance have been met.

Response to positive cases

Full class groups, and lunch time, break time and after school contacts (including on transport) will be asked to have a PCR test, alongside twice weekly LFD testing for all contacts. Staff contacts who have not had both vaccinations more than 14 clear days before the day of contact with the positive case will also be identified, as they will need to isolate for 10 clear days following the day of last contact with the case.

If additional cases are identified in the same class/group, it may be recommended that additional communications are sent to parents/staff to recommend one further PCR test 4-7 days after notification, alongside continuing LFD testing. Further actions may also be recommended by the LA.

Reintroduction of consistent groups 'bubbles'

It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.

Reintroduction of face coverings

Consideration will be given to whether face coverings should temporarily be worn in communal areas or classrooms by staff and visitors (unless exempt). The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.

Reasonable adjustments will be made for disabled pupils to support them to access education successfully.

Reintroduction of testing/Additional PCR testing

Consideration will be given as to whether the increased use of home testing by staff, and pupils is necessary. We will also continue with our local recommendation that all pupils in early years and primary settings take twice weekly asymptomatic tests.

Where these measures are necessary, it will be important to work jointly with the LA and Public Health to identify any support required (e.g. supply of additional tests). There may also be occasions where a mobile symptomatic testing unit/service is made available on the school site and pupils are invited to take a PCR test, or additional PCR tests may be organised through other means.

Contact tracing / isolating

From the 16th August people who are double vaccinated (second dose more than 14 clear days prior to day of last contact with case), and children and young people under the age of 18 years and 6 months are no longer required to isolate where they are a close contact of a positive case. We may reintroduce isolation of pupils who have been a close contact of a direct case for a limited time period. Please also see section re: response to positive case.

Other restrictions

We may need to limit activities that require bringing parents and carers onto site (other than for drop off and pick up) e.g. open days, performances, open evenings. We may also reintroduce longer drop off periods or staggered start and finish times to minimise the number of people on the school site at the start and finish of the day.

We will also review any activities bringing pupils together in addition to the normal school day, or that require transportation for larger numbers of pupils (e.g. school trips / holidays - including residential educational visits). This could also include any activities bringing together pupils from a number of schools (e.g. transition/taster days).

Clinically Extremely Vulnerable

Shielding is currently paused. In the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.

Shielding can only be reintroduced by national government.

In the event of a reintroduction of shielding we would need to review staffing capacity to ensure we could continue to operate staffing in a safe manner. Any attendance reductions as a result of this would be in line with the principles below.

Current guidance on clinically extremely vulnerable individuals can be found in the link below:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremelyvulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerablepersons-from-covid-19#school-college-and-other-educational-settings>

Attendance Restrictions

As a last resort, we may need to introduce attendance restrictions. We will provide high-quality remote education for all pupils not able to attend.

Where attendance restrictions are necessary there will be an order of priority applied in terms of which pupils would continue to attend on-site provision. The only deviation to this will be where they are required to isolate (either as a result of testing positive or as a result of a local reintroduction of close contact isolation – see above).

First priority for onsite attendance will always be given to vulnerable children and young people and children of critical workers.

In primary schools second priority will be given to pupils in key stage 1, and other pupils who were due to take external exams this academic year.

In wraparound childcare where attendance restrictions are in place, vulnerable children and young people will continue to be allowed to attend. For all other children, face-to-face provision will be provided for a limited set of essential purposes, such as going to or seeking work, attendance at a medical appointment, or to undertake education and training.

Where attendance restrictions are needed we will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.

If we have to temporarily stop onsite provision on public health advice, we will discuss any alternative arrangements necessary for vulnerable children and young people with the local authority. Where vulnerable children and young people are absent or do not take up a place offered to them, we will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so

Staffing Capacity

Where staffing capacity (following use of available supply teaching capacity) is impacting on our ability to open fully we will follow the principles outlined in the attendance restrictions above.

Free School Meal provision

We will continue to provide free school meals support in the form of a daily lunch bag for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- are self-isolating
- have had symptoms or a positive test result themselves

Response and stand down action plan

The table below outlines how we will respond to single cases, clusters and outbreaks in our setting, outlining how we will put in place the above outlined measures (see headings above in outbreak plan) related to: reporting cases and responding to cases, reintroduction of consistent groups 'bubbles', reintroduction of face coverings, other restrictions, attendance restrictions, staffing capacity and free school meals.

It also outlines how we will "stand down" following an outbreak, including undertaking a review of our mitigation measures and of this plan.

Action	Action Detail	Lead	Supplies/ resources required	Other considerations
Reporting cases	<ul style="list-style-type: none"> All positive cases will be reported to the LA using their reporting form Parents will be asked to report test results to admin/office staff before children return to school For linked cases the school will seek guidance from the Public Health team as part of the reporting action 	HT/SLT	LA online reporting form	
Responding to cases	<p><u>Single cases:</u> For all likely close contacts of the positive case, staff and parents will be informed (anon.) and request that staff and children have a PCR test immediately. Can continue to attend school whilst waiting for result. Twice weekly LFT testing should also be done for the 10 days following contact.</p> <p><u>Clusters:</u> As above plus contact Public Health/LA for advice. Reintroduce certain measures (keep this class/ group separate from others at lunch and break times, ask staff to stay away from areas such as staffroom and crowded spaces) for 10 days from the latest positive case. Face masks and social distancing across the school site for all.</p> <p><u>Outbreaks:</u> As above plus closing class/group of staff and children, isolating at home for the necessary 10 days. Remote education provision starts and all other additional measures put in place (face masks, class\group bubble preservation, enhanced cleaning measures) across the school.</p>	HT/SLT		Staff and parents must work with the school, keeping us informed about all test results and symptoms.
Reintroduction of 'bubbles'	If clusters of cases are present, reintroduce bubble procedure for affected class/group. If an outbreak is declared then full reintroduction of bubble measures for the whole school.	HT/SLT	See Appendix 1	Look at PPA cover and other ancillary lessons
Reintroduction of face masks	Face masks to be reintroduced across the school if cluster of cases forms. For staff and visitors around the school site when outside usual classroom base.	HT/SLT	Supply of face masks in school	
Other restrictions	For cluster of cases, enhanced cleaning of surfaces inc. toilets to be reintroduced. Unnecessary visitors and visits reduced. If an outbreak is declared then a reduction of visitors and full use of remote video conferencing technology for meetings etc. Staff rooms to be split to enable better social distancing between members of staff.	HT/SLT	Cleaning supplies, device access for remote education	Devices for families to access remote education
Attendance restrictions	If there is a cluster of cases in a class/group then remote education protocols will begin. The affected group (staff and children) will be asked to isolate at home for 10 days, take a PCR test immediately and again 4-7 days after that. If an outbreak occurs then multiple classes/ groups may be asked to isolate at home for 10 days with remote education in place for all and PCR testing as described above.	HT/SLT		Managing the test results from families and staff to monitor further spread

Staffing capacity	If staffing capacity is reduced to the point of being unable to staff a class safely (having exhausted supply measures) then the class will move to remote education from home, directing families to suitable resources. This will be for the shortest amount of time possible.	HT/SLT	Online resources such as Oak National Academy	Supply teacher availability, TA cover etc. Use of Seesaw
Free School Meals	Where any children who are in receipt of benefits related free school meals are asked to isolate at home due to a cluster of cases or an outbreak then school meal vouchers will be provided.	HT/ office staff	Voucher scheme	
“Standing down”	Where any additional measures have been put in place, these will be reviewed every 3 days, looking to remove these as soon as it is deemed safe to do so. Once numbers of cases slow significantly or stop then consideration will be given for returning to normal school procedures within the next 7 days.	HT/SLT		

APPENDIX 1

Bubble Arrangements

Bubble arrangements are where each class is kept separate from all the other classes in order to reduce mixing between the children. This means that we will have separate areas of the playgrounds/fields for the classes to play in, separate break and lunchtimes to reduce pressure on movement around the building and a return to the staggered start and finish times for the school day.

Pupils will eat in their classrooms at lunchtime. They will either bring their own packed lunch or order a school lunch which will be collected from the hall by the midday staff. There will be a set member of the midday supervisor staff assigned to each classroom.

Enhanced Cleaning and Hygiene

If we move back into bubble arrangements then we will also use enhanced cleaning and hand washing protocols.

Cleaning

Each class is provided with anti-bacterial spray, cloths and anti-bacterial surface wipes.

In classrooms: These cleaning materials can be used for the frequent cleaning of light switches, door handles and work surfaces (plus remote controls and electronic devices if appropriate) throughout the day. A minimum of at break time and at lunchtime (and at afternoon break time for KS1/EYFS). The children can be trained how to help with this, always under adult supervision, as appropriate.

In the toilets: door handles, door locks, light switches, flushes, toilet seat and taps must be wiped down (not in that order) after each bubble usage in preparation for break times and lunchtimes. Between the teacher and TA this must be done before the next bubble is due to use the facilities preparing for their own break times and lunchtimes.

Handwashing Frequency + Timings

- Arriving at school: hand gel at the door
- Before break time: hand washing and using the toilet (children will not be allowed back inside school except in cases of emergency)
- After break time: hand gel or hand washing and using the toilet as needed
- Before lunchtime: hand washing and using the toilet (children will not be allowed back inside school except in cases of emergency)
- After lunchtime: hand gel or hand washing and using the toilet as needed
- Leaving the school: hand gel at the door

Equipment

We will reduce the sharing of equipment as much as possible within class bubbles and across the school. Equipment must be cleaned before being returned. The anti-bacterial spray or EN14476 universal surface wipes can be used for this purpose.