

# COVID-19: outbreak management plan

## Holmer Lake Primary School



Approved by:	Mrs H Kumar	Date: 2/9/2021
Last reviewed on:	Sept 2021	
Next review due by:	January 2022	

## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](http://www.holmerlakeprimary.org/media/26411/holmer-lake-risk-assessment-amendments-for-full-opening-on-8th-march-2021.pdf) of COVID-19, provided by the Department for Education (DfE) and will be used alongside the latest Government Guidance and the controls that are already in place for hand hygiene, ventilation and enhanced cleaning in the Covid Risk assessment <http://www.holmerlakeprimary.org/media/26411/holmer-lake-risk-assessment-amendments-for-full-opening-on-8th-march-2021.pdf>

The purpose of this plan is due to the government making it a national priority that education and childcare settings continue to operate as normal during the COVID-19 pandemic. The DfE's COVID Contingency Framework states that schools should have an outbreak management plan, which describes how they would operate if there was an outbreak in school.

The measures in this plan will be implemented in response to recommendations provided by the local authority (LA), director of public health (DPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage increased transmission of COVID-19 within the school when the following thresholds are reached
  - 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
  - If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC) or a variant under investigation (VUI)
- If thresholds are exceeded an outbreak occurs, we will work with Telford & Wrekin Health Protection Hub (HPH) to help identify individuals who may have been in contact with known infectious individuals

We will notify the HPH if we are aware of any staff or pupil that has been hospitalized due to Covid -19

## 2. Roles and Responsibilities

### Roles and Responsibilities

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings. We will notify the HPH of all confirmed positive cases in staff and pupils using the online notification form [https://www.telford.gov.uk/info/20692/coronavirus\\_covid-19/4040/i\\_want\\_to\\_report\\_suspected\\_or\\_confirmed\\_cases](https://www.telford.gov.uk/info/20692/coronavirus_covid-19/4040/i_want_to_report_suspected_or_confirmed_cases)

Role	Who
Production of the plan	Miss H France
Authorisation of the plan	Mrs H Kumar
Review and updating the plan in the light of new guidance and situations	Miss France/Mrs Kumar
Implementation of the plan	Mrs Kumar/Miss France/Miss Baylis/Mrs Watson

## 3. Clinically Extremely Vulnerable

We are aware of the CEV pupils and staff within the school setting and we will follow national guidance on CEV pupils and staff. <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>.

Shielding is currently paused. In the event of a major outbreak or VoC 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 that shielding is re-introduced we will follow the guidelines by Telford and Wrekin facilitate it.

## 4. Other measures

If recommended, we will:

Review:

- cleaning and infection control measures and respond to any suggestions for additional measures from HPH or PHE
- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort

Limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

Reintroduce:

- Face coverings for staff who are not exempt when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas e.g. staff rooms .
- Bubbles and social distancing

Follow public health advice on testing, self-isolation and managing confirmed cases of Covid 19

*Appendix 1 has a template for recording the actions necessary to implement the actions above*

## 5. Attendance restrictions

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

### 5.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Reception, Year 1 and Year 2 pupils

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

### 5.2 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 policy's on the website

<http://www.holmerlakeprimary.org/learning/remote-learning>

The school will continue to provide lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

Free school meal vouchers will be provided.

Contact will be made with parents for wellbeing

### **5.3 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.

### **5.4 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 DSL or deputy DSL on site wherever possible.

DSL or DDSL will be on site and can also be contacted remotely via Teams, mobile or email  
A2153@taw.org.uk

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

## Appendix1

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.
Error! Reference source not found.	LFT testing kits have been re-order and the stock level is	Can be in place by next day
Error! Reference source not found.	Communication via email to parents and staff, this can be introduced within 24 hours, Along with the 2 meter distance	Stock of face coverings are in school, along with PPE
Error! Reference source not found.	Bubbles can be introduced by the next school day. Parents can be informed via email	Parents informed via email.  SLT will be in the playground informing parents and students in the morning with the relocation of rooms if needed.
<b>Additional Cleaning</b> Error! Reference source not found.	We are going to continue with COVID cleaning in school at present	This will be ongoing
Error! Reference source not found. <b>Notification of all cases of Covid 19</b>	We will work with HPH or PHE to ensure any additional measures are in place, with all cases notified correctly	Staff to ensure all processes are followed
<b>Clinically Extremely Vulnerable</b>	We have a list of all CEV staff, following T & W guidance	Contact can be made to communicate with staff if the need to isolate
Error! Reference source not found.	Currently there are no visits planned. This will be kept to a minimum	In the event of a outbreak the visit would be cancelled

Error! Reference source not found.	This is currently under review	This will be decided if it will take place virtually.
Error! Reference source not found.	This will be kept to a minimum	In the event of a outbreak any parental attendance will be cancelled
Error! Reference source not found. <b>and sport</b>	PE lessons will remain in class groups. Currently no performances have been planned and they will be kept to a minimum	PE classes can continue, and performances not in a class can be cancelled.
Error! Reference source not found.	Visitors can attend for meetings, where there is a possibility of teams meetings these will take place or the meeting cancelled.	Meetings can be cancelled or take place via teams
<b>Report all positive COVID-19 cases to OFSTED</b>	All information about positive cases are held and can be accessed if needed	Information held if needed
<b>Maintaining quantity and quality of education and care</b>	We will ensure that the quality of education will not be reduced. We have subscriptions for online learning and the ability for teachers to deliver online learning. We have laptops that can be loaned to parents for student learning. We have parental support advisor who will contact parents to ensure the wellbeing of our students.	Policy is on the website and subscriptions have been renewed