



# COVID-19: outbreak management plan



## **Asfordby Captain's Close** Primary School

|                              |  |
|------------------------------|--|
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|                      |                       |
|----------------------|-----------------------|
| <b>Applicable to</b> | All Discovery Schools |
|----------------------|-----------------------|

### Document History

| Version | Version Date   | Author                 | Summary of Changes  |
|---------|----------------|------------------------|---|
| V1.0    | September 2021 | Director of Operations | New plan developed based on both Leicestershire and Rutland COVID-19 Outbreak Management Plan for Education Settings and The Key – Outbreak Management Plan |
| V1.0    | 07/09/2021     | Director of Operations | Final document following Headteacher review.  |

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## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), Health Protection Team (HPT), Infection Prevention and Control Team (IPC), Public Health England (PHE) or the national government.

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

- To help manage a COVID-19 outbreak within the school.
- 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)
- To prevent unsustainable pressure on the NHS

Actions will be considered in line with criteria and measures recommended by HPT when thresholds are met as part of the Outbreak Management Stages (see table 1)

**Table 1: Criteria and Measures for Outbreak Management Stages**

| Stage          | Criteria  | Measures that may be introduced  |
|----------------|---|--|
| <b>Stage 0</b> | 0-4 cases, unlinked, or linked outside of setting within 10 days<br><br>Setting has not had high case numbers previously    | - None; continue to use school local risk assessment   |
| <b>Stage 1</b> | 5- 10 cases within 10 days-linked in setting<br><br>OR 10% of staff and pupils test positive within 10 days, and are linked | - Review local risk assessment<br><br>- Emphasizing and enhancing current measures – cleaning, ventilation, testing etc.<br><br>- Encouraging uptake of asymptomatic testing<br><br>- Activities taking place outdoors, including exercise, assemblies, or classes<br><br>- One-off enhanced cleaning focusing on touch points and any shared equipment<br><br>- Communications from the setting to the community about current cases. |
| <b>Stage 2</b> | 11-20 cases within 10 days linked in setting  | - Review local risk assessment<br><br>- Emphasizing and enhancing current measures – cleaning, ventilation, testing etc.<br><br>- Encouraging uptake of asymptomatic testing<br><br>- Activities taking place outdoors, including exercise, assemblies, or classes   |

|                |   |   |
|----------------|---|---|
|                |   | <ul style="list-style-type: none"> <li>- One-off enhanced cleaning focusing on touch points and any shared equipment</li> <li>- Communications from LCC about the cases</li> <li>- Reintroducing face coverings in communal areas</li> <li>- Limiting visits, performances etc.</li> <li>- Infection Prevention and Control (IPC)/HPT LCC visit</li> </ul>  |
| <b>Stage 3</b> | 21+ cases within 10 days linked in setting          | <ul style="list-style-type: none"> <li>- Review local risk assessment</li> <li>- Emphasizing and enhancing current measures – cleaning, ventilation, testing etc.</li> <li>- Activities taking place outdoors, including exercise, assemblies, or classes</li> <li>- One-off enhanced cleaning focusing on touch points and any shared equipment</li> <li>- Reintroducing Asymptomatic Testing site (if appropriate)</li> <li>- Surge testing</li> <li>- Communications from LCC about the cases: specific to setting circumstances</li> <li>- Reintroducing bubbles</li> <li>- Reintroducing facemasks in classrooms</li> <li>- Limiting visits, performances etc.</li> <li>- Escalation to an Outbreak Control Team (OCT)</li> <li>- IPC/HPT LCC visit</li> </ul> |
| <b>Stage 4</b> | 50+ cases or 30% of setting positive within 10 days | <ul style="list-style-type: none"> <li>- Emphasizing and enhancing current measures – cleaning, ventilation, testing etc.</li> <li>- Activities taking place outdoors, including exercise, assemblies, or classes</li> <li>- One-off enhanced cleaning focusing on touch points and any shared equipment</li> <li>- Limiting attendance</li> <li>- Reintroducing Asymptomatic Testing site (if appropriate)</li> <li>- Surge testing</li> <li>- Communications from LCC about the cases- specific to setting circumstances</li> <li>- Escalation to an OCT</li> <li>- IPC/HPT LCC visit</li> </ul>  |

## 1. Seeking public health advice

School will monitor the number of positive cases (staff and pupils) and report case numbers to the LA each day.

[Leicestershire County Schools use:

A daily email will be sent to [educationeffectiveness@leics.gov.uk](mailto:educationeffectiveness@leics.gov.uk) stating:

1. Date of positive test taken,
2. Type of test (PCR/LFD)
3. Whether it is a child or staff member (no names will be given)
4. Year group or work area
5. Postcode of case
6. Any links to other positive cases (no personal data used)

When one of the stages in Table 1 is met, the school will review the Risk Assessment measures in place, with specific reference to testing, hygiene and ventilation measures. Should the Stage 2 threshold be met;

[Leicestershire County Schools use:

HPT, IPC and PHE will contact the school to provide further public health advice. The headteacher and senior leadership team will work with these teams to introduce further preventative measures in line with guidance given.

Based on this assessment recommendations will be made for which stage of outbreak management the school requires.

## 2. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email and letters sent via usual communication channels, once a decision has been made.

In addition to the measures found in table 1, if recommended, the school will limit:

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

## 3. 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.

## 4. 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

If 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 schools Covid Contingency plan, located on the school website.

In the main learning will be delivered remotely via Microsoft Teams by the class teacher. If this is not possible the school will have other options available for children to access learning from home.

In addition to the above, school has a remote learning strategy which can also be located on the school website.

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. Details of how this will be coordinated will be given should attendance need to be restricted.

## **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.

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