



COVID-19: Outbreak Management Plan Guidance and Plan

January 2022



Warwickshire COVID-19 Outbreak Management Plan Guidance and Plan

Introduction

This Outbreak Management Plan Guidance and Template is designed to support school leaders in developing their responses to single cases, clusters and outbreaks of COVID-19 from September 2021 onwards.

Local recommendations are highlighted in italics throughout the document, which will be regularly reviewed in the light of changing national guidance and the local positions.

The below national COVID-19 operational guidance explains the continuing actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their school <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Where there is an outbreak (see definitions below) further actions may need to be taken. The DfE contingency framework describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in education and childcare settings <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

Please note that the above contingency framework refers to measures that could be taken in a range of outbreak scenarios from small to larger or more significant outbreaks (see definitions below).

New guidance has also been published explaining self-isolation rule changes for some close contacts from 16th August 2021 onwards:

- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

This local outbreak plan guidance and template is aligned with national guidance and our local arrangements and all advice given will be considered in line with this plan.

All education and childcare settings should have outbreak plans outlining how they will operate if additional measures are recommended in their setting or area. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they would normally be entitled. A template outbreak management plan is included below.

Definitions

The national technical definitions for clusters and outbreaks can be found here:

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

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

Outbreak definition:

Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within 14 days, and one of:

- identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases
- when there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases

Please note that outbreaks can differ significantly with regard to scale and significance from 2 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.

The definition of infectious periods and of close contact can be found here (please also see Appendix A)

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Symptoms of COVID-19 are: new continuous cough, high temperature, loss/change in taste/smell. Anyone with one or more of these symptoms (irrespective of how mild) should isolate with their household and book a PCR test: <https://www.gov.uk/get-coronavirus-test>

Settings should also be aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, particularly if you have an outbreak in your setting/you are seeing higher numbers of cases.

National Position

Currently the national position means the majority of measures/mitigations that schools have implemented up to now will no longer be required from September.

It is expected that schools will continue to:

- Promote full vaccination of all staff, alongside promoting vaccination among appropriate pupils and parents.
- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

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

This position changes if there is an outbreak in your school or local area. Local authorities, directors of public health (DsPH) and health protection teams (HPTs) (from Public Health England, which will become the UK Health Security Agency in October 2021) are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings. At this point Local authorities, directors of public health (DsPH) and health protection teams (HPTs) can recommend additional measures in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. A ‘cluster’, as it applies to settings rather than cases of COVID-19, is defined in most cases as being no more than 3 or 4 settings linked in the same outbreak.

Please note that from the 16th August 2021 onwards, close contacts who have had both doses of vaccination (more than 14 clear days prior to date of exposure to case) and those aged under 18 years and 6 months will not be required to self-isolate (unless they are symptomatic or test positive) but will be asked to take a PCR test. They will also continue to be asked to consider continuing with twice weekly LFT testing, limiting their social contact, and wearing face coverings in indoor public spaces.

Local authorities, DsPH and HPTs will also work with their regional partnership teams (RPTs) to escalate issues from the local level into the central government Local Action Committee command structure (gold, silver, bronze). RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis (and can direct local authorities to act) in light of all available evidence, public health advice and the local and national context.

Local Position

Warwickshire County Council has worked hard with schools during the pandemic to maintain consistency in approach. At times we have also taken heed of national guidance, but taken action locally, based on local knowledge and context.

The Local Authority understands there is no "one size fits all" approach and that decisions regarding how to minimise/prevent transmission are made based on circumstances particular to your local setting and local intelligence, alongside other Health & Safety considerations. We are supportive of settings who choose to follow good practice such as using consistent groupings, staggered, start and finish times, minimising bringing parents onto site and further use of face coverings where appropriate.

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

Triggers for Local Outbreak Management Plan

This Outbreak Management Plan Guidance and Template supports school leaders in designing their response to single cases, clusters and outbreaks of COVID-19 from 16th August 2019 onwards.

We have worked in partnership with Public Health, to identify what will trigger outbreak management plan responses (over and above those identified for single cases or small clusters of unlinked cases) for an individual school or clusters of schools. These local triggers will remain under review, and are defined below:

Triggers:

School raises concern about 2+ *linked* cases

5+ pupil cases within a year group 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

Positive Cases, testing and contact tracing

Following the initial on-site testing, Secondary settings will continue to issue staff and pupils with LFTs for twice weekly testing. Primary settings will also issue LFTs to staff for twice weekly testing, *and we will continue to encourage all primary-age pupils to continue to test on a regular basis*. As there will no longer be isolation for doubly vaccinated close contacts and those under 18 years and 6 months, this will be a key mitigation to try and avoid bringing the infection into schools, and we will continue to work with schools to reinforce this with parents and the wider school community.

You should ensure that you are aware and log all pupils in the school who have tested positive for COVID-19 including dates for onset of symptoms (if relevant) and test dates, as well as any known links and exposures inside or outside of school. NHS Test and Trace should have been in contact with the positive case to ascertain some of the known close contacts and recommended any contacts to get a PCR test.

We would advise that in these scenarios you also notify parents that there is a positive case, and recommend other pupils get a PCR test. If you have continued with some local measures and mitigations (such as consistent groupings or zoning) you should be able to identify potential contacts easily. If not then we would suggest as a minimum you ask all class contacts that the case may have had in their infectious period (2 clear days prior to day of symptoms onset/test - if no symptoms - through to 10 days afterwards), alongside any other close contacts the child has had (break times, lunch times, before and after school (including transport) to go for a PCR test, and continue with twice weekly LFT testing (this would be recommended in primary settings with cases also). Please note that this will not require the interrogation of seating plans but will require talking to the pupil/staff about non-class contacts. Please let the LA know about potential transport contacts.

If there is more than one case in the same class/group in a short time period, it may be recommended that parents/staff are notified and an additional PCR test recommended 4-7 days after that notification, alongside continuing with regular LFT tests. Further actions may also be recommended by the LA

COVID-19 Outbreak Management Plan Guidance and Plan Whitnash Primary School

This approach is intended to complement the work of NHS Test and Trace who will talk to cases (or their parents) directly about any close contacts they know about in the setting. It will also be important to identify staff close contacts who have not had both vaccinations more than 14 clear days prior to contact with the case, as they will need to isolate for 10 clear days after the day of last contact with the case (alongside taking a PCR test).

Please note that the above local recommendations will be kept under review in the light of changing national/regional guidance and direction. It may be that a change is made from recommending PCR testing to LFT testing, for instance for the broad potential close contact groups identified.

For travel and quarantine related advice, please see:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#travel>

Governance, communications and actions to take for single cases and where you are concerned for Local Outbreak

Please consider the governance arrangements for your outbreak plan. Include contact details, and roles and responsibilities of internal and external teams/individuals in your plan. Consider how to ensure appropriate communication with all key stakeholders. See template plan.

We ask that you continue to notify the Schools Education Corona inbox of positive cases in school. This will enable us to continue to log numbers of pupil and staff testing positive in schools and will ensure that we can jointly ascertain situations where we need to activate the local outbreak management.

Following schools meeting the threshold/triggers set out, an initial discussion will be had with the school, and if necessary, an Incident Management Team (IMT) meeting will be arranged within 24 hours to include colleagues from the school, Local Authority, Public Health and regional HPTs (as appropriate). In these meetings the positive cases will be reviewed, existing mitigations/ measures will be understood, and the general attendance and wellness of staff/pupils attending school will be discussed. You should attend having this information to hand.

Where there is concern about levels of, and spread of, the infection additional measures can be recommended as set out below and in line with the school's outbreak management plan. Where additional measures have been in place a further IMT will be held to jointly review the position before they are removed.

Additional Mitigations/ Measures

Where we are required to activate the local outbreak plan, we will recommend additional measures that should be put in place. These may be one or more of the following and will be set out in the school's outbreak management plan.

- Reintroduction of 'bubbles'
- Measures in relation to contact tracing and isolation
- Reintroduction of face coverings (communal areas, classrooms)
- Re-introduction of on-site LFT testing, or increased home testing
- Additional PCR testing
- Partial closure or closure of the school

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

- Other measures based on local context of the school

Any additional measures recommended to benefit managing transmission will be weighed against any impact on educating the pupils.

Template COVID-19: Outbreak Management Plan – **Whitnash Primary School**

Name of Setting: Whitnash Primary School

Outbreak Plan Management Version No. 1

Date completed: 4th January 2022

Review Date:31st January 2022 / ongoing

Plan Owner: Donna Ellison (Headteacher)

Scope of Plan

Some educational organisations may have multiple sites included within the scope of this plan. Outbreak prevention is partly within scope of this plan but should be mostly covered by your COVID-19 Risk Assessment.

Related Resources

List relevant national and local guidance, plus other relevant documents and plans

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

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-and-clusters>

COVID-19 Outbreak Management Plan Guidance and Plan **Whitnash Primary School**

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 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, UKHSA (formerly Public Health England) 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

Outline the governance arrangements for your setting responding to COVID-19 outbreaks. This should align with other governance and/or emergency management structures/arrangements/ business continuity in place for your setting, where possible.

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

Key Contact Details

Agency/Individual(s)	Contact details
Local Authority	education-corona@warwickshire.gov.uk (Mon – Fri) dphadmin@warwickshire.gov.uk (Sat – Sun)
UKHSA (formerly Public Health England)	wm.2019cov@phe.gov.uk Tel: 0344 225 3560 Option 0 Option 2
Response Lead/decision maker	Donna Ellison Ellison.d@welearn365.com 01926 426773
Committees/Fora supporting the response	Whitnash Governing Body Chair of Governor – Kevin Mullis Mullis.k@welearn365.com
Outbreak response team (internal and for attending external Incident Management Team meetings)	Donna Ellison Ellison.d@welearn365.com , David Hitchins hitchins.d@welearn365.com , Jackie Hall hall.j3@welearn365.com and Kevin Mullis mullis.k@welearn365.com

Key Stakeholders

Key stakeholders include those that attend the facility/setting (routinely or occasionally), those who will need to know what is happening and those that have a role in outbreak management in your setting.

Stakeholders	Role(s) in Outbreak Management
Staff (including employees and volunteers)	All staff to understand the that those who have COVID-19 symptoms must not attend in any circumstances and must get PCR tested ASAP. All staff to understand the procedures to be followed if they are a close contact for a positive COVID-19 case. All staff to understand how to report symptoms, possible exposure concerns and test results.

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

	All staff current guidance is followed on close contacts/positive cases.
Pupils	<p>Pupils isolate where they have symptoms, and PCR test on advice.</p> <p>LFT test for 7 days from the point of contact when identified as a Close Contact of a positive case.</p> <p>If there is Covid in their household, PCR test and continue to LFT for 7 days if negative. Isolate if positive.</p>
Parents/carers	<p>Vaccinated Close Contacts of a positive case will no longer be required to self-isolate, but will be requested to LFT for 7 days from the point of contact with the positive case.</p> <p>School will notify relevant parents of a positive case in a class, and seek to identify/contact those we believe have had direct close contact with the positive child or adult to request daily LFTs for 7 days from the positive of contact.</p> <p>Parents to seek tests when requested.</p> <p>Parents to avoid sending their children to school when they are unwell.</p> <p>Parents to follow advice provided by school, WCC and Public Health agencies in the event of a positive test.</p>
Visitors	<p>All visitors to understand the that those who have COVID-19 symptoms must not attend in any circumstances and must get tested ASAP.</p> <p>All visitors to understand the procedures to be followed if they are a close contact for a positive COVID-19 case.</p> <p>All visitors to understand how to report symptoms, possible exposure concerns and test results.</p> <p>All visitors current guidance is followed on close contacts/positive cases.</p>
Contractors and delivery personnel	<p>All contractors etc to understand the that those who have COVID-19 symptoms must not attend in any circumstances and must get tested ASAP.</p> <p>All contractors etc to understand the procedures to be followed if they are a close contact for a positive COVID-19 case.</p> <p>All contractors etc to understand how to report symptoms, possible exposure concerns and test results.</p>

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

	All contractors etc current guidance is followed on close contacts/positive cases.
Where to receive local outbreak advice	WCC advice to schools documents, weekly Education Corona updates.
Others	N/A

Communications

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

Key Stakeholder	What they need to know	Communication media
Staff (including employees and volunteers)	Close contacts for themselves and pupils in any 2-day period. The procedures to be followed if they are a close contact for a positive COVID-19 case or test positive/develop symptoms. The school's wider risk assessment measures to protect staff and volunteers.	Socially distanced communication in school and via email.
Pupils	Close contacts for themselves in any 2-day period How to access curriculum work in the event of isolation.	Communication in school, ongoing communication with parents
Parents/carers	The procedures to be followed if their child is identified as a close contact for a positive COVID-19 case or tests positive. All parents to understand the importance of keeping ill children at home, how to report symptoms for their child, possible exposure concerns and test results, and child absence.	<ul style="list-style-type: none"> • Letters • Communication via email • Newsletters • Facebook to keep general information up-to-date

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

	Current guidance	
Visitors	Close contacts for themselves and pupils in any 2-day period. The procedures to be followed if they are a close contact for a positive COVID-19 case.	Socially distanced communication in school and via email.
Contractors and delivery personnel	Close contacts for themselves in any 2-day period. The procedures to be followed if they are a close contact for a positive COVID-19 case or test positive/develop symptoms.	
Local Outbreak Teams (LA and regional Health Protection Teams)	Report positive cases via DfE daily reporting. Keep them informed on cases in school where concerns are escalating and cases are linked. Email or call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.	Online form Call designated service as required.
GPs/allied health practitioners providing services to people within the setting	Contact as advised by LA and PHE. Schools and settings with a specific query about their situation should contact the dedicated email addresses. Seek specific advice where required, and when relating to outbreaks e.g. 2 or more linked cases	Email dphadmin@warwickshire.gov.uk or education-corona@warwickshire.gov.uk

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

Preventing school transmission

Our refreshed risk assessments include how vaccination, regular LF testing, 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.

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 with their household and book a PCR test: <https://www.gov.uk/get-coronavirus-test>

Although there has not been any update to the national definition of COVID-19 symptoms (cough, high temperature, loss/change in taste/smell), if COVID-19 is circulating in the school/setting please also be mindful of the wider symptoms of COVID-19 – sore throat, headache, fatigue, muscle aches, blocked/runny nose, shortness of breath, diarrhoea and vomiting, and cold-like symptoms. Anyone with COVID-19 symptoms should isolate and book a PCR test. Children with these wider symptoms may also be requested to PCR test.

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-coronavirus-outbreak/schools-covid-19-operational-guidance#travel>

Our updated risk assessment can be found on the school website.

Regular LFT testing

We continue to strongly encourage LFT testing regularly among staff, children and parents. Locally we recommend this for all ages – as a minimum twice weekly.

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

Please be aware that LA have limited supplies of LFT tests and it is advised schools use other methods of obtaining tests wherever possible.

Reporting cases and when trigger thresholds have been met

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

School will keep a tracker to support us in monitoring cases.

Positive cases should isolate from the day symptoms started/day of test (if no symptoms) and for the next 7 days (minimum).

- A day 6 and day 7 negative LFT test (24 hours apart) is required for de-isolation (staff/children must also be well and not have a high temperature before returning to school/the setting). Schools/settings should ask parents for the results of those tests prior to children returning.
- National guidance also indicates that individuals who deisolate prior to the end of 10 full days should limit social contact, particularly with vulnerable individuals, wear a face covering and work from home if able. Therefore returning teachers will be asked to maintain distance from other employees and children as much as possible.
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Reducing mixing

School will consider ways in which children can be "zoned", or how mixing (including staff) might be reduced in ways that will fit with how you are operating your school/setting: e.g. assemblies, at lunch and break times, start and finish times. We will think particularly about places people congregate, e.g. foyers, locker areas, staff rooms/offices/meeting rooms, changing rooms etc.

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

· All sports fixtures, planned trips / educational visits will be risk assessed. The Local Authority recommend that we continue to do this for any on-site events that would include parents, the school will consider the merits of each event but currently will not bring groups of parents onto site for events.

Face coverings

It is recommended that face coverings are now worn in classrooms and communal areas for secondary settings (staff, pupils, visitors). This also applies to school and public transport.

In primary schools and early years settings it is recommended that face coverings are worn by staff and adults in communal areas and when moving around the school/setting. Reasonable adjustments will be made for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.

Isolating

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. However, evidence of LFT results for 7 days will need to be shared with school.

It is no longer necessary, and may no longer be effective, to send close contacts home (to support reducing transmission when they hit 30% of children in a class / 15% in a year) unless there are significant concerns raised by the school/setting relating to staffing capacity, or there is a need to protect specific groups of vulnerable learners. This position will be kept under review. You can of course contact the authority on the email addresses given above (under Positive Cases) to discuss your situation.

· DFE guidance is clear that schools and settings should remain open wherever possible. Leaders should only move to remote learning as a last resort and will therefore need to risk assess considering the following factors:

- Safety of pupils and staff
- Staffing availability

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

- Size of school and layout

Contact tracing

Whitnash Primary will identify all close contacts the child/staff cases may have had in their infectious period (in class, break and lunch times, before and after school and transport) and establish if there are links (using the flowchart provided)

- We will notify parents/guardians that their child may have been in close contact with a positive case
- We will notify staff that they may have been in close contact with a positive case
- We will follow the recommendation that identified close contacts take daily LFTs for 7 days (this may need to extend if transmission continues). The Local Authority are recommending for early years settings a PCR test for close contacts as well as regular LFT testing (if acceptable to parents). If daily LFT testing is not possible for exceptional circumstances we would advise as a minimum a PCR test and any additional LFT testing that they can undertake.

Positive Cases in the Household

The Local Authority have made it clear that they will support headteachers who choose to ask parents of children who are contacts of a positive case within the same household – i.e. the case could be a sibling or a parent, to keep their child at home until they have tested negative on a PCR, alongside undertaking daily LFTs. This is the guidance that Whitnash has adopted relating to positive cases in a household.

Ventilation

We will ensure good ventilation in all communal and classroom areas.

The school has been issued with 2 HEPA filters which are positioned in classrooms where there is a vulnerability e.g. pupil or parent health need.

The school has been issued with 11 CO2 monitors to monitor the air quality in classrooms.

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

Visitors

We are mindful about bringing others onto site, and ensure visitors take LFT tests prior to visiting, as well as wear a face covering and leave their contact details.

Vaccination

We will encourage vaccine take up among staff.

Drop-in clinics across Coventry and Warwickshire and all vaccinations sites that you can book into 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/>

Hand hygiene and cleaning

We will remind children and staff to wash their hands regularly and use sanitiser where possible

We will continue with regular cleaning routine and very regular cleaning down touchpoints and areas of heavy traffic:

Using the Local Authority cleaning guidance here:

https://warwickshiregovuk-my.sharepoint.com/:w:/g/personal/nadiainglis_warwickshire_gov_uk/Eb1ihgD5OZRBggtL19L_oHUBUBSO7cJaCZiBBcKwEAal0g?e=lv1zWK

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

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 staggered start and finish times (if not already in operation) to minimise the number of people on the school site at the start and finish of the day if the situation deteriorates nationally.

We will also review any activities bringing pupils together in addition to the normal school day, or that required 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-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-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.

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

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 in secondary schools second priority will be given to pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year. Special schools should follow the same prioritisation as mainstream schools.

In exceptional circumstances, (special schools and alternative provision only) if usual interventions and provision at adequate staffing ratios or using staff with vital specialist training cannot be provided, we will seek to resume as close as possible to the specified provision for the child or young person as soon as possible.

In Out-of-school settings/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

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

- 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 meals or lunch parcels/vouchers 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 or zoning, 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.

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
Reporting cases	<p>Report to DfE via the online reporting form all positive cases.</p> <p>Report to parents of all identified close contacts and the class of the positive case.</p> <p>Request testing is undertaken by the class and close contacts in line with the risk assessment and guidance for schools. Respond to and report any further cases liaising with education-corona@warwickshire.gov.uk when there are linked cases.</p> <p>Report to Governing Body.</p> <p>In the case of a local outbreak we will work with the Local Authority, UKHSA (formerly Public Health England) and regional Health Protection Teams (HPTs) e.g., raise concern and respond to:</p> <ul style="list-style-type: none"> ➤ 2+ linked cases ➤ 5+ pupil cases within a year group within 5 days ➤ 10+ pupil cases across a school across a number of year groups within 5 days 	Donna Ellison and David Hitchins	January 2022	Office capacity to make calls to parents LFT tests	

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
	<p>➤ 5+ staffing cases, or fewer if impacting on the capacity of the school to operate</p> <p>Call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p>				
Responding to cases	<p>Isolate the positive case and request the child collection or staff member/visitor to isolate.</p> <p>Request a PCR test to be undertaken.</p> <p>Clean down the associated area where the positive person has used.</p> <ul style="list-style-type: none"> • The reintroduction of one-way collections and staggered starts to minimise contacts. 	Donna Ellison and David Hitchins	January 2022	<p>Space in school</p> <p>Office capacity to make calls to parents</p> <p>Communication to parents</p> <p>Meeting time with school response team, WCC and LA.</p>	

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
January 2022 Further mitigation	<p>Further mitigation may be required in addition to the current risk assessment if cases rise locally and / or in school at a rate that will impact pupil / staff attendance, health or safety. The school will review the risk assessment and may introduce wider mitigation measures. These may include:</p> <ul style="list-style-type: none"> • tighter control of zoning and reduced mixing if needed • Wider measures in relation to contact tracing and isolation where necessary • Reintroduction of face coverings wider than the current arrangements • Additional PCR testing further to the initial response. • Partial closure or closure of the school • Other measures based on local context of the school 	Donna Ellison and David Hitchins	January 2022	Local health team support. PCR testing LFT tests	
Stepping down additional mitigation	Following the introduction of additional mitigation measures, the school will keep a review of the impact and virus	Donna Ellison and David Hitchins	January 2022	Local health team support. PCR testing	

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
	<p>cases / levels in school and locally. If cases decrease locally and/or in school at a rate that reduces risk to pupil/staff attendance/health and/or if cases are less prevalent in school, the school will review the risk assessment and may withdraw or reduce additional mitigation measures.</p> <p>This will initially review:</p> <ul style="list-style-type: none"> • The one-way collection system. • The staggered starts and finish times. • Reducing zoning and widening mixing • The closure or partial closure of any part of the school. 			LFT tests	

COVID-19 Outbreak Management Plan Guidance and Plan
Whitnash Primary School

Appendix A

DEFINITIONS	
CLOSE CONTACTS	INFECTIOUS PERIOD
Direct physical contact (any duration)	If symptomatic: 2 clear days before day on which symptoms start – and for 10 days after
Face-to-face contact under 1m (any duration)	
Close contact under 1m for 1 minute or more	No symptoms: 2 clear days before the day of the test – to 10 days after
1-2m for 15 minutes or more (cumulative over 24 hrs)	
Travel in a vehicle	