St. Andrew's
Church of England Primary School
ENRICHING LIVES

Outbreak Management Plan

Autumn 2021

We believe that every person in our school community should flourish and broaden their horizons. Therefore, it is the element of 'enrichment' that defines our school; we are a church school that endeavours to provide the widest of opportunities for all.

Within our caring and nurturing environment and guided by our shared Christian values, we aim to ensure that all voices in our school family can be heard and all are engaged in learning that develops and challenges them, excites their imagination and provides an opportunity to achieve their full potential.

We see everyone and everything as valued in the eyes of God and recognise that all the members of our family are individuals as we work together towards a society of mutual respect, compassion and justice.

Even the smallest person can change the course of the future." ..... JRR Tolkien

1. Introduction

1.1 The overarching objective is to maximise the number of children receiving face to face education. Managing transmission should be weighed against any educational drawbacks. Any measures should endeavour to impact to a minimum for the shortest period.

1.2 If the local area of our school sees an extremely high prevalence of coronavirus (COVID-19) infection rates and existing measures in our community have failed to reduce this, the appropriate authorities will decide which additional measures to implement to help contain the spread. These measures may involve implementing a number of restrictions, which could include the partial closure of schools and childcare settings in our area. Measures may also be necessary to help minimise the impact from new coronavirus variants. This document will include how the school will operate to minimise the impact of Covid 19 and if and how further restrictions may be implemented. The school will work closely with the local Health Protection Team (HPT) and implement provisions as advised by the team.

1.3 This is a live document that will be reviewed by the Headteacher, in conjunction with other key stakeholders, as and when the situation develops.

2. Updated National Guidance

The following national guidance documents were issued or updated on 17th August 2021:

- Contingency framework: education and childcare settings
- Schools COVID-19 operational guidance
- Actions for early years and childcare providers during the COVID-19 pandemic
- Actions for FE colleges and providers during the coronavirus outbreak
- Rapid asymptomatic testing in specialist settings

3. Existing infection prevention & control precautions

The school will ensure:

- Good hand hygiene will continue to be implemented before entering and after leaving the setting and at break and lunch times
- Toilet areas will be cleaned twice a day
- Good ventilation measures will be maintained
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, appropriate ppe should be worn by the supervising adult if a distance of 2 metres cannot be maintained.
- Ensure that everyone (staff and pupils) catch coughs and sneezes in tissues.

4. Testing

The school will continue to recommend twice weekly lateral flow testing for all staff. It may be deemed appropriate for more frequent testing as recommended by appropriate advisory bodies. In such cases, the school will endeavour to follow all recommendations.

5. Face Coverings

5.1 Although face coverings are no longer recommended in education, staff will continue to meet and greet parents with appropriate face coverings when required.

5.2 The school will also consider the possibility that face coverings may be advised when a setting has a substantial increase in the number of positive cases. In such cases, the school will follow appropriate recommendations.

5.3 Primary school age and early years children will not be advised to wear face coverings.

6. Shielding

6.1 Shielding is currently paused. In the event of a major outbreak or variant 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.

6.2 Shielding can only be reintroduced by National government.

6.3 In such cases the school will work with the parents/carers concerned to ensure continued learning provision can be maintained.

7. Mixing and Departments

7.1 While it is no longer necessary to keep children in consistent groups ('bubbles'), the school considers that maintaining separate departments for EYFS, KS1, Lower KS2 and Upper KS2 should be maintained. This will allow for a reasonable degree of separation without negatively impacting upon the running of the school.

7.2 Collective worship, break times and lunch times will continue on this basis.

8. Ventilation

It is important to ensure occupied spaces are well ventilated and that a comfortable teaching environment is maintained. The school will maintain a balance the need for increased ventilation while maintaining a comfortable temperature.

9. Advice and Guidance

9.1 Upon notification of a new positive case, the school will consult the LCC Covid-19 Action Card relevant to their setting type (see attached). The action cards have been updated to reflect the latest guidance and list the Reporting Thresholds and actions settings should take to minimise the risk of further transmission.

9.2 A copy of each action card has been circulated with this guidance.

9.3 All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.

9.4 Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

10. Response to a suspected case

10.1 The following steps will continue to be taken where a child is suspected of Covid 19:

- Contact parents or carers of the children/young person affected to arrange for them to be collected.
- Whilst the child/young person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- **In an emergency, call 999 immediately if they are seriously ill such as increasing breathing difficulties, increased coughing which is making breathing difficult or their life is at risk. Do not encourage them to visit the GP, pharmacy, urgent care centre or a hospital.**

10.2 Where a member of staff is exhibiting symptoms, they will be asked to return home and obtain a PCR test as soon as possible. Staff with symptoms should be excluded from work, and should self-isolate for at least 10 days from the onset of symptoms following the current advice in the staying at home guidance. A negative PCR test will remove the need for self-isolation.

11. Tracing Close Contacts and Isolation

11.1 Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

11.2 As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

11.3 Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated

- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

11.4 Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

11.5 Staff who do not need to isolate, and 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.

12. Additional Cleaning

As well as normal cleaning. All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, key pad, bin lids, grab-rails in corridors and stairwells

Any area that may have hosted an infected person will be fogged as soon as reasonably possibly by professional contractors.

13. Managing Waste

Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.
- Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

14. Transport

14.1 Pupils and staff attending school will be encouraged to walk or cycle wherever possible and to avoid public transport. The government has removed the legal requirement to wear face coverings 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 – this includes public and dedicated transport to schools.

14.2 If pupils and staff need to use public or dedicated transport, they may be asked to wear a face covering while travelling, unless exempt in line with government guidance, e.g. due to a disability.

14.3 Transport services to and from the school will continue to operate as normal during times of local restriction where pupils are still attending. In the event that such services are not able to operate as normal, the Headteacher will consider alternative options and communicate these to all parents and pupils in advance.

14.4 Transport services to St Andrew's should continue to be provided as normal where children are attending education settings. The guidance on transport to schools and colleges during COVID-19 pandemic guidance remains in place.

14.5 If the child/young person used school transport, please also notify LCC Transport Services Group (TSG).

15. Staffing Levels

If restrictions on pupil and staff attendance are needed, the school will be best placed to determine the workforce required onsite. This will be determined on a case by case basis and if it is appropriate for some staff to work remotely.

16. Attendance

16.1 The overarching objective is to maximise the number of children receiving face to face education. Managing transmission should be weighed against any educational drawbacks. Any measures should endeavour to impact on a minimum amount for the shortest period. Measures should be lifted as soon as possible.

16.2 The contingency plan is designed to act as a containment measure where:

- There is extremely high prevalence of coronavirus.
- Other measures have already been implemented.
- There is a need to minimise the impact from a new coronavirus variant.

16.3 Restricting attendance in any form will only be used as a last resort where restrictions to attendance are implemented following government/professional advice. They will be kept to a minimum allowing for the maximum number of pupils to attend education. However, in all circumstances, priority will be given to vulnerable pupils and the children of critical workers to attend full time.

16.4 Our early years setting will follow the arrangements set for the primary school.

17. Remote Learning

If restrictions to on-site education are required, the school will offer immediate access to high-quality remote education for all pupils who are required to remain at home. All remote learning will be delivered in line with the school's Pupil Remote Learning Policy.

18. Safeguarding

18.1 Where attendance at our setting has been temporarily restricted, on-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers.

18.2 A trained safeguarding lead will be available in school at all times. Where this is not possible, e.g. they are required to self-isolate, the school will ensure that the DSL or deputy, or a DSL or deputy from another school, are available to contact at all times.

18.3 Where vulnerable children and young people are absent, the school 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

18.4 If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.

19. Educational visits

19.1 Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only students who are attending school will go on an educational visit.

19.2 Where a residential visit is considered, the school will confirm that all insurances are in pace in the event of a cancellation.

20. Open days

At the current time the school has not scheduled any open days and this will be reviewed as required with appropriate risk assessments.

21. Parental attendance in settings

Parents and carers may attend the school for meetings. Face coverings should be worn at such meetings and where possible these will be planned in advance

22. Live performances in school

At the current time the school has not scheduled any live performances and these will be reviewed on an individual basis as required.

23. Food provision

23.1 We will provide meal options for all pupils who are attending school.

23.2 We will provide FSM vouchers or food parcels to eligible pupils who are not attending school, where they:

- Are self-isolating.
- Have had symptoms or have tested positive.
- Are not attending due to the implementation of local restrictions advised by the government.

23.3 The school office will work with our food providers to prepare meals or food parcels, for collection or delivery, to eligible children during their time at home.

24. Threshold for Contingency Planning

24.1 In the event the case thresholds are met, the school will report the situation to the Health Protection Team (HPT) within Lincolnshire County Council (LCC) Public Health.

24.2 Email: Healthprotectionteam@lincolnshire.gov.uk or Tel: 01522 552993

24.3 The threshold is defined as:

5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or

10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

24.4 For all cases relating to staff, please also see the guidance for workplaces: NHS Test and Trace in the workplace.

24.5 Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.

24.6 If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.

24.7 At the point of reaching the threshold, the school will review and reinforce the testing, hygiene and ventilation measures they already have in place. The school will also consider:

- whether any activities could take place outdoors, including exercise, collective worship, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment

- where advised during a local outbreak, further restrictions may be enforced with regards to certain musical and drama activities, e.g. singing, for pupils attending on-site provision, to help reduce the risk of transmitting coronavirus via aerosols.
- restrictions may also be reintroduced to contact and indoor sports. The school will follow the advice provided by the local HPT.

24.8 Additionally:

- The school will seek advice from local Health Protection Team
- The school will discuss advice from local Health Protection Team with the Governors Covid Committee to agree which actions and controls need to be implemented
- Publish list of controls as the school Outbreak Management Plan within 24 hours.
- Send a copy of the plan to all staff and communicate the control measures to pupils and parents/carers

24.9 If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, the school will partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. The school will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings.

25. Returning to school

25.1 The Headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

25.2 Where advised to do so by a Director of Public Health and/or the local HPT, the school may encourage staff to undertake LFD tests at home prior to their return to school and/or for a period of time following their return. The school will continue to recognise that testing is voluntary.

25.3 The Headteacher will inform staff, pupils and parents, prior to the return to school, whether any further restrictions, such as the use of bubbles and face coverings, have been resumed.

25.4 After a period of self-isolation, or the relaxation of restrictions, the Headteacher will inform parents when their child will return to school.

26. Communication

26.1 The school will communicate its plan for addressing any imposed restrictions with parents, including in relation to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
- Any reviews of the school's protective measures as part of our risk assessments.
- The arrangements for remote working.

26.2 All relevant stakeholders will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.

26.3 If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – their line manager
- Pupils – their class teacher or member of pastoral staff
- Parents/carers – the Headteacher

27 Monitoring and review

27.1 This plan will be reviewed continually, in line with guidance from the government and Public Health England (PHE).

27.2 Any changes to the plan will be communicated to all relevant stakeholders as soon as possible.

<table>
<tr><th colspan="2">CORONAVIRUS IN PRIMARY SCHOOL SETTINGS: MANAGEMENT OF KNOWN OR SUSPECTED CASES</th><th>TICK</th></tr>
<tr><td colspan="2">Please consider all the actions below (mark as not applicable [NA] as necessary)</td><td></td></tr>
<tr><td>1.</td><td>Any suspected case (showing symptoms of COVID-19) or person testing positive on LFD test needs to arrange to have a PCR test done as soon as possible. If necessary, contact Lincolnshire Public Health, Health Protection Team for advice.</td><td></td></tr>
<tr><td>2.</td><td>Threshold for reporting
If you meet the reporting threshold below you should report this to the Public Health Lincolnshire – via Email: HealthProtectionTeam@Lincolnshire.gov.uk. Please provide the name, DOB , date of positive test and type of test (PCR or LFT)

Think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds detailed below can be used by settings as an indication for when to seek public health advice.
For most education and childcare settings, whichever of these thresholds is reached first:

<table>
<tr><th>Setting Type</th><th>Reporting Threshold Where the following, who are likely to have mixed closely with each other, test positive within a 10 day period:</th></tr>
<tr><td rowspan="2">Most education and childcare settings:</td><td>5 children, pupils, students and staff OR</td></tr>
<tr><td>10% of setting population</td></tr>
<tr><td>Special schools, residential settings, and settings that operate with 20 or fewer people:</td><td>2 children, pupils, students and staff</td></tr>
</table>

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.
See further advice and guidance in the Contingency framework: education and childcare settings</td><td></td></tr>
<tr><td>3.</td><td>Key Contacts for Early Advice and Support include:
☐ DfE Advice Line: 0800 046 8687, Monday to Friday 8am to 6pm, Saturday & Sunday 10am to 4pm
☐ Public Health Lincolnshire – Call 01522 552993 or contact via Email: HealthProtectionTeam@Lincolnshire.gov.uk Monday – Friday 8am to 6pm.
☐ Public Health England – Tel: 0344 225 4524 (option 1) [Out of Hours]
☐ 111 online Coronavirus available here or via calling 111 service if they are unable to access the online platform.
☐ LCC Transport Services Group TSG@Lincolnshire.gov.uk
☐ Covid19 advice Helpline number 119</td><td></td></tr>
<tr><td>4.</td><td>In the interim:
☐ Contact parents or carers of the children/young person affected to arrange for them to be collected.
☐ Whilst the child/young person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
☐ If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
☐ In an emergency, call 999 immediately if they are seriously ill such as increasing breathing difficulties, increased coughing which is making breathing difficult or their life is at risk. Do not encourage them to visit the GP, pharmacy, urgent care centre or a hospital.</td><td></td></tr>
<tr><td>5.</td><td>Implement infection prevention & control precautions:
☐ Good hand hygiene should be implemented before entering and after leaving the setting – see hand hygiene
☐ Ensure good ventilation measures are maintained.
☐ If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.
☐ Ensure that everyone (staff and pupils) catch coughs and sneezes in tissues. If you do not have a tissue</td><td></td></tr>
</table>

	to hand then use the crook of your elbow rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.	
6.	**Cleaning** All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: • objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, key pad, bin lids, grab-rails in corridors and stairwells	
7.	Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or • a household detergent followed by disinfection (1000 parts per million av.cl.). Note: if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.	
8.	**Waste** Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): • Should be put in a plastic rubbish bag and tied when full. • The plastic bag should then be placed in a second bin bag and tied. • It should be put in a suitable and secure place and marked for storage until the individual's test results are known. • Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.	
9.	**Transport** Transport services to education settings should continue to be provided as normal where children are attending education settings. The guidance on transport to schools and colleges during COVID-19 pandemic guidance remains in place here **If the child/young person used school transport, please also notify LCC Transport Services Group (TSG).**	
10.	**Advice on self-isolation** Staff with symptoms should be excluded from work, should self-isolate for at least 10 days from the onset of symptoms following the current advice in the **staying at home guidance**. Children/young people with symptoms should be excluded from the setting and should self-isolate for at least 10 days from the onset of symptoms following the **current advice**. Other members of the family (parents/guardians) may also need to self-isolate for 10 days. **If someone has serious symptoms they cannot manage at home they should use NHS 111 online.**	
11.	**Tracing close contacts and isolation** Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. Staff who do not need to isolate, and 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.	

	Further details regarding Schools COVID-19 operational guidance can be found here Further details regarding 'What is meant by a close contact?' can be found here.	
12.	**Daily actions:** ☐ Nominate a named staff member to co-ordinate & communicate outbreak information ☐ Maintain & update any Outbreak Chart that may be in place, recording affected children / staff	
13.	**Being prepared** Systems in the school should be established to plan for a response to reports of suspected or confirmed cases. In some cases this awareness may come through informal routes (e.g. social media) ahead of formal notification. The school can inform pupils and families how it plans to respond to reports of confirmed cases. Detailed school recording systems of pupil groups/ travel groups can aid contact tracing if required to follow up a positive case. Resources such as e-bug can be used to increase pupil understanding of stopping the spread of infectious diseases.	