

## Education School Outbreak Management Plan



If there is a case/s of COVID-19 linked to your setting, your setting will have an important role in preventing the spread of transmission and impact on health and wellbeing.

Staffordshire Local Outbreak Control, PHE and DFE all offer support and will work closely to identify what you need to do to protect other people and resume normal activities safely.

This is to plan forms part of a coordinated response beyond the 19<sup>th</sup> July and Step 4 of the government road map.

The Plan will be used alongside:

1. Current Government guidance to Educational Schools
2. Our school COVID-19 Risk Assessment and infection control measures
3. Our Business Continuity Plan

This “*Outbreak Management Plan*” is different to our *COVID-19 Risk Assessment*

- *COVID-19 Risk Assessment* - details how we comply with the minimum standards for managing the risks of COVID-19, to keep employees, pupils, and other people within our school safe.
- *Outbreak Management Plan* (this plan) documents the roles and responsibilities in preparing for and responding to a confirmed case(s) of COVID-19 and Outbreak/In school transmission within or associated with our school.
- Some of the activities listed in our *COVID-19 Risk Assessment* will be vital for managing outbreaks, so the two plans are linked.
- Some elements of our Business Continuity Plan may also be relevant especially regarding impact on staffing resources.



**School Name: Dosthill Primary Academy**

**Outbreak Management Plan Version: 1**

**Date Completed: 23<sup>rd</sup> August 2021**

**Plan Owner: Michelle Powell/Claire Keay**

**Review Date: Ongoing**

## **Context**

### **Aim of COVID-19 Case and Outbreak Management Plan**

The aim of COVID-19 case and outbreak management is to:

- prevent the spread of COVID-19 within the school or/and manage impact of community transmission impacting on the school.
- minimise the impact of COVID-19 on staff, pupils, other key stakeholders.

### **Objectives of the Outbreak Management Plan**

The objective of outbreak management planning is to document the activities we will undertake in preparing for and responding to a single or multiple cases of COVID-19 within the school. What actions and controls will be stepped up and stepped back down at relevant points in responding to and recovering from an outbreak.

The school will step up and step back down the response measures according to the level of risk, effectiveness of response measures and availability of resources, in close collaboration with Local Outbreak Control Team, Public Health England and DFE.



## Scope

In scope of this Plan	Out of scope of this Plan
Management of COVID-19 outbreaks at any of the following school: Dosthill Primary Academy	Management of COVID-19 outbreaks outside of the school environment: General Public

## Governance

<i>Who will be the main contact point for Local Authority Local Outbreak Control, PHE etc?</i>	<b>Lyn Addison</b> Local Outbreak Response Team - Education and Early Years !: (01785) 854004 *: <a href="mailto:C19LOC.education@staffordshire.gov.uk">C19LOC.education@staffordshire.gov.uk</a> Hours 0800 – 2000 Monday to Friday 1000 - 1600 Saturday Sunday & Bank Holidays 8: <a href="http://www.staffordshire.gov.uk">www.staffordshire.gov.uk</a> !:Direct number 01785 276243 or 07581573223
<i>Who will lead the response and be the ultimate decision-maker?</i>	Michelle Powell (Executive Headteacher)/ Claire Key (Headteacher)
<i>Who will coordinate the response?</i>	Michelle Powell (Executive Headteacher)/ Claire Key (Headteacher)
<i>What committees/forums are in place to support the response?</i>	Sonia Burke (Senior Assistant Headteacher/SLT) Jo Lewis (Assistant Headteacher/SLT) Cerian McCabe (Assistant Headteacher/SLT) Rebecca Nicholson (SENDCo/SLT) Bonita Vallely (Teaching, Learning and Behaviour Leader/SLT) Ms Dagmar (Site Support Manager/SLT)
<i>Who will participate on an internal outbreak response team, to undertake activities ‘on the ground’ in the school to help contain the virus?</i>	Michelle Powell (Executive Headteacher)/ Claire Key (Headteacher) Sonia Burke (Senior Assistant Headteacher/SLT)



	<p>Jo Lewis (Assistant Headteacher/SLT)                  Cerian McCabe (Assistant Headteacher/SLT)                  Rebecca Nicholson (SENDCo/SLT)                  Bonita Vallely (Teaching, Learning and Behaviour Leader/SLT)                  Ms Dagmar (Support Service Manager/SLT)                  William Holland (Site Supervisor)                  Cleaning Team</p>
<p><i>Who will represent the school on any multiagency Incident Management Team meetings to manage an outbreak likely to be called by Public Health /LA Local Outbreak Control Teams.</i></p>	<p>Michelle Powell (Executive Headteacher)/                  Claire Key (Headteacher)                  Sonia Burke (Senior Assistant Headteacher/SLT)                  Ms Dagmar (Support Service Manager/SLT)</p>

**Document:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

## Key Stakeholders

Key stakeholder	Role for outbreak management
<b>Staff (includes employees, and volunteers)</b>	<ul style="list-style-type: none"> <li>• Follow procedures and control measure as stipulated by Senior Leaders/Support Service Manager/Site Supervisor/Office Manager to minimise spread</li> <li>• Notify EHT/HT/ SSM/Office Manager if present with positive result</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Follow procedures and control measure as stipulated by Senior Leaders/ Support Service Manager/Site Supervisor/Office Manager</li> <li>• 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</li> </ul>
<b>Parents/carers</b>	<ul style="list-style-type: none"> <li>• Follow procedures and control measure as stipulated by Senior Leaders/ Support Service Manager/Site Supervisor/Office Manager</li> <li>• Notify school if their child(ren) present with positive result(s)</li> <li>• 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</li> <li>• The government is removing the requirement to wear face coverings in law 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</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• Follow procedures and control measure as stipulated within September 2021 Risk Assessment</li> <li>• Notify NHS Track and Trace of potential contacts</li> <li>• The government is removing the requirement to wear face coverings in law 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</li> </ul>
<b>Contractors and delivery personnel</b>	<ul style="list-style-type: none"> <li>• Contractors: Follow procedures and control measure as stipulated by school; Notify NHS Track and Trace of potential contacts</li> <li>• Cleaners and Catering: follow staff roles (see above)</li> </ul>



<i>(including cleaners, catering staff)</i>	
<b>Where to seek Local Outbreak Advice</b>	<ul style="list-style-type: none"> <li>• LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the school.</li> <li>• Advises our school on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures.</li> <li>• Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period).</li> <li>• Activates and leads the outbreak management coordination team.</li> <li>• Determines when the outbreak is over.</li> </ul>
<b>Other relevant stakeholders</b>	<ul style="list-style-type: none"> <li>• Governors (Interim Academy Board): Follow procedures and control measure as stipulated by school; Complete School Track and Trace file; Notify NHS Track and Trace of potential contacts; Notify Senior Leaders/ Support Service Manager/Site Supervisor/Office Manager</li> <li>• Executive Leadership Team (ELT): Follow procedures and control measure as stipulated by school; Notify NHS Track and Trace of potential contacts; Notify Senior Leaders/ Support Service Manager/Site Supervisor/Office Manager if present with positive result</li> </ul>



## Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the school with support from LA local outbreak control team/PHE or DFE in close liaison with the school outbreak management coordination team.

Key stakeholder	What they need to know	How we'll communicate	Contact information
<b>Staff (includes employees and volunteers)</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak</li> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Changes to policies and procedures; outbreak control measures being implemented, including arrangements for accessing the school</li> <li>• Membership of the internal outbreak response team</li> <li>• Arrangements for managing any self-isolation requirements</li> <li>• Expectations about not attending work if symptomatic</li> <li>• Changes to staffing/rostering arrangements</li> <li>• Arrangements to support staff health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Microsoft Teams</li> <li>• Text messages</li> <li>• Staff email</li> <li>• Signage</li> </ul>	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> <li>• Claire Key (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Arrangements for accessing the school</li> <li>• Expectations about not attending school if symptomatic</li> <li>• Changes to staffing/rostering arrangements if it affects them</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Signage</li> <li>• Through staff</li> </ul>	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> <li>• Claire Key (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> <li>• Class teachers</li> </ul>
<b>Parents and careers</b>	<ul style="list-style-type: none"> <li>• Level of risk, number and location of cases linked to an outbreak (i.e. if their child's class is affected/positive case within school)</li> <li>• The importance of hand hygiene, respiratory hygiene and</li> </ul>	<ul style="list-style-type: none"> <li>• Newsletter/letters</li> <li>• Emails</li> <li>• Signage</li> </ul>	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> <li>• Claire Key (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> </ul>



	<p>physical distancing measures</p> <ul style="list-style-type: none"> <li>• Changes to policies and procedures; outbreak control measures being implemented, including arrangements for accessing the school</li> <li>• Membership of the internal outbreak response team</li> <li>• Arrangements for managing any self-isolation requirements in line with Government guidance/NHS Track and Trace</li> <li>• Expectations about their child(ren) not attending school if symptomatic or positive</li> </ul>		<ul style="list-style-type: none"> <li>• William Holland (Site Supervisor)</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• The importance of hand hygiene, respiratory hygiene and physical distancing measures</li> <li>• Arrangements for accessing the school</li> <li>• Arrangements for managing any self-isolation requirements in line with Government guidance/NHS Track and Trace</li> <li>• Expectations about not attending the school if symptomatic or positive</li> </ul>	<ul style="list-style-type: none"> <li>• Signage</li> <li>• Communication (verbal) from Office staff or Premise Manager)</li> </ul>	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> <li>• Claire Key (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> <li>• Vicki Dobson (Office Manager)</li> <li>• William Holland (Site Supervisor)</li> </ul>
<b>Contractors and delivery personnel (e.g. cleaners, electricians)</b>	<i>Cleaners/Catering - See Staff and Visitors</i>	<ul style="list-style-type: none"> <li>• Signage</li> <li>• Communication (verbal) from Office staff or Premise Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> <li>• Claire Key (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> <li>• William Holland (Site Supervisor)</li> <li>• Vicki Dobson (Office Manager)</li> </ul>
<b>Local Outbreak Teams</b>	<ul style="list-style-type: none"> <li>• Outbreak management risks specific to the school.</li> <li>• Names and contact details of potential contacts of the confirmed case.</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Telephone</li> <li>• Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> <li>• Claire Key (HT)</li> <li>• Ms Dagmar (Support</li> </ul>





			Service Manager)
<p><b>Further Professionals/ practitioners providing services to people within the school</b></p>	<p><i>See Staff and Visitors</i></p>	<ul style="list-style-type: none"> <li>• Signage</li> <li>• Communication (verbal) from Office staff or Premise Manager</li> <li>• Email</li> <li>• Telephone</li> </ul>	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> <li>• Claire Key (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> <li>• William Holland (Site Supervisor)</li> </ul>



**Stage 1 – Prevent and Prepare:** See COVID-19 Risk assessment September 2021 Version.

**Stage 2 – Respond:** The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the school. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

**Note:**

- *LA Local Outbreak Control Team /PHE will help guide the school response.*
- *Local Directors of Public Health may direct certain activities be implemented to an individual school, cluster of schools or a locality.*

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Activate the outbreak response team	By email and phone; 1:1/groups conversation (if all in school)	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)/Claire Keay (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> </ul>	Immediately on becoming aware of a confirmed case	None	If afterhours, contact all team members by mobile phone
Deep Clean due to positive case in school	By phone; 1:1/groups conversation (if all in school)	<ul style="list-style-type: none"> <li>• Ms Dagmar (Support Service Manager) to contact Bill Holland/cleaning team</li> </ul>	Immediately on becoming aware of a confirmed case	Cleaning materials including Sumabac/bleach/disinfectant sprays Appropriate mops/cleaning equipment for each area (single use)	If afterhours, contact Premise Manager by mobile phone
Contact parents about rise in positive case/cases and vigilance linked to symptoms and advice linked to PCR testing.	Parent Mail	<ul style="list-style-type: none"> <li>• Claire Keay (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> <li>• Vicki Dobson (office Manager)</li> </ul>	After notification of case/s	Parent Mail. Draft letters to be amended.	Siblings
If new variant of concern or	By email to parents	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> </ul>	Immediately on advice	Increase volume of	If afterhours,

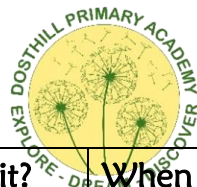


What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
the locality of the school being in a high prevalence area, inform parents and staff and increase use of control measures e.g. face coverings, social distancing/staff areas/bubbles for play time areas and toilets, hand washing/gel; restrict access to school. Act upon advice from LOC Team/PHE.	(plus text to indicate important email) By Teams conversation to large amount of staff	<ul style="list-style-type: none"> <li>• Claire Keay (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> </ul>	from government/LOC/Health and Safety Team at County level	handwash; Increase volume of hand sanitising gel Face coverings  Newsletter to parents	contact all team members by mobile phone; Activate parent emails
If Regional restrictions needed to be implemented, the school would act upon a Government and regional advice which may include introducing “bubbles” and tighter control measures e.g. staggered, lunches/breaktimes, no assemblies etc. Act upon advice from LOC Team/PHE/DfE	By email to parents (plus text to indicate important email) By Teams conversation to large amount of staff	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> <li>• Claire Keay (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> </ul>	Immediately on advice from government/LOC/Health and Safety Team at County level	Increase volume of handwash; Increase volume of hand sanitising gel Face coverings New timetables for lunches/ Breaks/staggered starts at gates etc	If afterhours, contact all team members by mobile phone; Activate parent emails
Consider extra action if thresholds are met as	Review and reinforce the testing, hygiene and	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> <li>• Claire Keay (HT)</li> </ul>	Either: 5 children, pupils, students or	Increase volume of handwash; Increase	If afterhours, contact all team



What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
determined by Contingency Framework (Gov Doc)	ventilation measures already in place. Consider: whether any activities could take place outdoors, including exercise, assemblies, or classes; ways to improve ventilation indoors; one-off enhanced cleaning focussing on touch points and any shared equipment	<ul style="list-style-type: none"> <li>• Ms Dagmar (Support Service Manager)</li> <li>• William Holland (Site supervisor)</li> <li>• Cleaning Team</li> <li>• All staff</li> </ul>	staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 19; 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	volume of hand sanitising gel Face coverings New timetables for lunches/ Breaks/staggered starts at gates etc	members by mobile phone; Activate parent emails

### Stage 3 – Stand-down



What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Depending on reduction in cases, reduce control measures. This could be class or year group specific.	Discuss at SLT and implement	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> <li>• Claire Keay (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> <li>• SLT</li> </ul>	As cases reduce.	Risk Assessment	On-going advice from LOT
Revert to stage 1 (control measures in line with Government Guidance)	Email to parents Teams conversation with large amount of staff	<ul style="list-style-type: none"> <li>• Michelle Powell (EHT)</li> <li>• Claire Keay (HT)</li> <li>• Ms Dagmar (Support Service Manager)</li> <li>• SLT</li> </ul>	Following advice from LOC, usually 10 days after isolation of last positive case	None	Continue to monitor situation for further outbreaks or changes to Government Guidance locally and Nationally
Evaluate the response to the single, cluster or outbreak. Add to the Education Outbreak Management Plan based on actions taken which were successful or needed adapting.	SLT meeting review	<ul style="list-style-type: none"> <li>• SLT</li> </ul>	Weekly meetings	None	