

COVID-19 Outbreak Management Plan (OMP) Template

All settings/schools/colleges

All education and childcare settings should already have risk assessments in place to prevent and control COVID-19. In addition, the Department of Education require all schools to have a Contingency Plan, also known as an Outbreak Management Plan, describing how the school would manage outbreaks of COVID-19 and how they would operate if they were advised to use any of the control measures that are described in the [contingency framework](#).

This template can be used, should you wish, to reflect your local approach to implementing measures that may be advised to you by Worcestershire County Council Local Outbreak Response Team (LORT) and PHE Health Protection Teams (HPTs), in response to an outbreak of COVID-19.

When completing this template, you should describe how your provision would operate if any of the measures listed in this template were recommended for your setting. This includes how you would ensure every child receives the quantity and quality of education and care to which they are normally entitled.

Roles and Responsibilities

Local Authorities, Directors of Public Health (DsPH), via the LORT, and PHE Health Protection Teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings.

It is important that this plan is reviewed regularly and kept up to date with changes in national guidance. It is the setting/school/college's responsibility to stay up to date with current, new and emerging national guidance.

Role	Who
Production of the plan	HT (M Woods)
Authorisation of the plan	CoG (J Kembery)
Updating the plan in the light of new guidance and situations	HT (M Woods)
Review of the plan	HT (M Woods)
Implementation of the plan (see table below)	HT (M Woods)

It may be necessary to implement the measures in this plan to manage a COVID-19 outbreak within the school. If an outbreak occurs, we will work with Worcestershire Local Outbreak Response team (LORT) to seek Public Health advice and manage the outbreak. The thresholds below are an indication that intervention/support/advice or guidance from the LORT maybe required.

Thresholds.

For non-residential settings/schools/colleges with 21+ children/pupils/students/staff (except special schools), whichever is reached first:

If a pupil, student, child or staff member is admitted to hospital with COVID-19.

<p>5 children, pupils, students or staff, who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or</p>	<p>Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions</p>	<p>Example: Year group of 100: Consider consulting the LORT for 5 positive cases if they have mixed closely.</p>
<p>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p>	<p>Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions</p>	<p>Example: Class of 30: Consider consulting the LORT for 3 positive cases. Sports team of 11: Consider consulting the LORT for 2 positive cases.</p>

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

<p>2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p>	<p>Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions</p>	<p>Example: Group of any size: Consider consulting the LORT for 2 positive cases.</p>
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The thresholds above may be revised locally in response to high infection rates in the community or in response to a 'variant of concern' (VoC).

Sections highlighted in **yellow** are for your setting/school/college to insert your local arrangements.

Stage 1. On reaching the threshold. Implemented by school.

Outbreak Management Principle	How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.	Who will implement in the event of an outbreak?
Increased hand and respiratory hygiene Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)	See setting/school/college risk assessment, we will review this if the threshold is reached.		SLT
Routine Error! Reference source not found. Families and staff can access tests here: Order coronavirus (COVID-19) rapid lateral flow tests – GOV.UK (www.gov.uk)	We will review the COVID-19 testing measures in place. If advised, we will increase the use of home testing by staff. We will remind parents about the importance of arranging a PCR test for pupils and double vaccinated people who are close contacts of positive cases. We will also remind parents of the additional precautionary steps that close contacts should take to reduce transmission. We will have a preprepared letter to communicate arrangements and encourage parents to carry out home testing.		SLT
Ventilation Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)	See setting/school/college risk assessment, we will review this if the threshold is reached.		SLT

<p>Cleaning COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	<p>See setting/school/college risk assessment we will review this if the threshold is reached.</p> <ul style="list-style-type: none"> - Deep clean of areas with positive Covid cases - Additional lunchtime cleaning of frequently touched surfaces 	<p>Staffing – will require additional cleaning hours</p>	<p>SLT</p>
<p>Outdoor activities</p> <p>See guidance, page 22, here: Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	<p>The setting/school/college will review whether any activities can be undertaken outdoors.</p> <ul style="list-style-type: none"> - Weather permitting, all PE lessons can be held outside 		<p>SLT</p>
<p>Cases in staff Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> <p>NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)</p>	<p>We will liaise with the Self-Isolation Service Hub as soon as we are made aware of any staff who have tested positive.</p>		<p>SLT/Office Team</p>
<p>Educational Visits (including residential) Limitations may be advised by the LORT.</p>	<p>See setting/school/college risk assessment. Covid safety risk assessment will be required for any educational visit.</p>		<p>EVC/SLT</p>
<p>Open /taster / transition days Limitations may be recommended by the LORT.</p>	<p>See setting/school/college risk assessment. -Limitations on external visitors into school as advised by LORT.</p>		<p>SLT</p>
<p>Parental Attendance Limitations may be recommended by the LORT.</p>	<p>See setting/school/college risk assessment. -Limitations on parent workshops, visits etc as advised by LORT.</p>		<p>SLT</p>

<p>Performances and Sport Limitations may be recommended by the LORT.</p> <p>Events and attractions - Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)</p>	<p>See setting/school/college risk assessment.</p> <ul style="list-style-type: none"> - Limitations on large group gatherings including assemblies, Masses, performances, workshops as advised by LORT. 		SLT
<p>Work with the Local Outbreak Response Team (LORT) in the event of an outbreak</p>	<p>If the number of cases meets the threshold and there are links in time and or place between the cases, we will work with Worcestershire Local Outbreak Response Team (LORT) to identify outbreak management control measures to be implemented.</p> <p>SLT/Office Team will liaise directly with LORT to identify cases, apply outbreak management plan and communicate with staff and parents.</p>		SLT/Office Team
<p>Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.</p>	<p>See setting/school/college risk assessment. Individual risk assessments for all vulnerable pupils and staff will be updated in line with guidance from LORT.</p>		SLT

Stage 2. On reaching the threshold, after consultation with the LORT. Implemented by school.

Outbreak Management Principle	How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.	Who will implement in the event of an outbreak?
<p>Face Coverings (Staff and Y7+)</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>If advised, pupils, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas. <p>And:</p> <ul style="list-style-type: none"> Will be asked to wear a face covering in rooms/classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity. <p>-Disposable face coverings will be available in school -Information regarding face coverings will be displayed in the front entrance and school exits/entrances and communicated to staff/pupils/parents and visitors -Guidance on safe use of face coverings will be re-issued</p>		SLT
<p><u>Restricting group mixing</u></p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>If advised, year group bubbles and playground zones will be re-instated to restrict contact between different year groups. If necessary, one way system with staggered drop off and pick up times will also be re-instated.</p>		SLT

<p>Only for implementation after re-introduction by national government.</p> <p>Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>	<p>We will adhere to national guidance on the reintroduction of shielding. We will speak to individuals required to shield about additional protective measures in the setting / school/ college or arrangements for home working or learning in line with individual risk assessments.</p>		<p>SLT</p>
<p>Error! Reference source not found.</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p> <p>Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</p>	<p>Attendance restrictions will only be advised as a last resort. If advised and agreed by the governing body, we will implement the measures in this section.</p> <p>In the first instance, we will stay open for:</p> <ul style="list-style-type: none"> Vulnerable pupils/children Children of critical workers <p>If further restrictions are recommended, we will stay open for:</p> <ul style="list-style-type: none"> Vulnerable pupils/children Pupils/children of critical workers <p>Critical workers will be identified via Microsoft Forms issued to all parents.</p>		<p>SLT</p>
<p>Maintaining quantity and quality of education and care</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	<p>All pupils/children required to stay at home if they have tested positive for COVID-19 and are well enough to learn or if attendance at the setting/school/college is temporarily restricted, will receive remote education.</p> <p>We will aim to deliver remote education that meets the same quality and quantity of education/care that pupils/children would receive in school/the setting, as outlined in our remote learning policy. Laptops/devices will be issued as required.</p>		<p>SLT/Office Team</p>

	The school will continue to provide meal vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 restrictions.		
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Notes and links to guidance

Restricting Mixing

You will have the local knowledge of your setting to decide how reduce mixing between groups. The underlying principles being:

- Each group to be consistent with the same staff and children, so no crossing of staff or children between groups.
- Groups to be small enough to contain an outbreak to as few staff and children as possible but large enough for activities to be managed.
- Groups to be kept separate from each other.

Consider in advance:

- How you would split children and staff into groups that can remain consistent and small enough to retain an outbreak but also allow your setting/school/college to operate. Options include:
 - Keeping children from the same household in the same group
 - Children of similar ages in the same group
 - Children undertaking the same activities regularly in the same group
 - Children attending on the same days in the same group

Out of school settings

[COVID-19: Actions for out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-actions-for-out-of-school-settings)