

COVID-19: outbreak management plan

St.Benedict's Catholic High School



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1. Introduction

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

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

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

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. Kia Giles will be responsible for seeking this advice, and will do so by telephoning **the DfE helpline 0800 046 8687 option 1**. or the local Health protection team PHE West Midlands East Health Protection Team 0344 225 3560 and the school must inform WCC [Informing WCC of positive COVID-19 cases](#).

3. Testing

If recommended, the school will increase the use of home testing by pupils and staff. If it is advised that we need to reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

If we reintroduce on-site asymptomatic testing:

- Asymptomatic testing on site will be implemented in a way that does not negatively impact the education if possible
- Asymptomatic testing will take place in the Sports hall
- On Site testing will be offered to all students. Students will be invited in by Year group. Students who are classed as vulnerable pupils and those who are children of critical workers will be prioritized so they can safely in school sessions, if school remains open.

4. Face coverings

If recommended, pupils, staff and visitors who are not exempt from wearing a face covering:

- 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

And/or:

- Will be asked to wear a face covering in 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

Should face coverings be recommended, schools will amend their RA in line with the cohort of students they have.

In all cases any educational and wellbeing drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.

5. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

6. Other measures

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

If recommended, we will limit:

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

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups (Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.)

7. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

7.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- › Vulnerable pupils
- › Children of critical workers

7.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning plan.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

[Insert details of how you'll distribute meals or lunch parcels to pupils (e.g. parents collect from school).]

7.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

7.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

Adapt as necessary according to the arrangements you have in place:

If our DSL (or deputy) can't be on site, they can be contacted remotely – the phone details see in the office.

If any of our DSL (or deputy) is unavailable, we will share a DSL with St. Augustine Catholic High School Their DSL can be contacted by Kia Giles.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- › Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence
- › Encourage attendance
- › Ensure vulnerable pupils can access appropriate education and support while at home
- › Maintain contact, and check regularly that the pupil is able to access remote education provision

8. Annex

Scenario 1 –

Single Confirmed COVID Case

If there is one case identified in school the following steps will be taken in line with the latest guidance: (Contact **the DfE helpline 0800 046 8687 option 1.** or the local Health protection team PHE West Midlands East Health Protection Team 0344 225 3560 and the school must inform WCC [Informing WCC of positive COVID-19 cases.](#))

- Students will be advised to maintain the regimen of hand cleaning and the 'catch it, bin it, kill it' protocol.
- The School will be regularly cleaned especially high contact areas.
- Occupied spaces will be kept well-ventilated whilst balancing this with a comfortable temperature for teachers and students.
- Students are advised not to come into school if they have had a positive test result or if there are other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If a case is confirmed via on-site asymptomatic testing,

the School will enter the result on the NHS Test and Trace website and log the result in their own records. They will then telephone parents and discreetly advise the student of the result.

- The confirmed case will remain isolated until they can be collected by a parent or guardian; if this is not possible, the confirmed case (16 or older) will be sent home via taxi or public transport with a face covering and advice to remain socially distanced.
- Close contacts will now be identified via NHS Test and Trace. Schools will no longer be expected to undertake contact tracing.

If the case is confirmed via a home test,

The result will be recorded on the NHS Test and Trace site.

- The individual will isolate immediately and should order a confirmatory PCR test as soon as possible
- The child / family will be contacted by NHS with the test result. If it is positive, the individual must continue to self-isolate.
- The child / family should inform the School of the positive PCR result.
- NHS T&T contact tracers will then contact those who test positive – or their parent or legal guardian if they are under 18 years – to identify close contacts. NHS T&T will ask a series of questions to help identify any close contacts

As From 16th August,

close contacts who are fully vaccinated or those under 18 will not need to self-isolate.

- Instead, the School will encourage anyone identified as a close contact to book a PCR test.
- Individuals identified as close contacts will not need to self-isolate while they are awaiting the results of their test.
- If the PCR result is positive, the individual must isolate and NHS Test and Trace will work with them to identify their own close contacts.
- High quality remote learning will be implemented for those with a positive PCR test but who do not feel unwell. This may be online lessons or blended learning. Students will also be encouraged to participate in extracurricular activities.

- Vulnerable students will be supported with regular mental health checks and liaison with parents/guardians.
- The School's Covid Risk Assessment will be evaluated in light of any learning from the new case.

Scenario 2 –

Outbreak Within Setting The definition of an outbreak in a non-residential setting: Two or more test-confirmed cases of COVID-19 amongst individuals associated with a specific non residential setting with illness onset dates within 14 days, and one of the following:

Contact **the DfE helpline 0800 046 8687 option 1.** or the local Health protection team PHE West Midlands East Health Protection Team 0344 225 3560 and the school must inform WCC ([Informing WCC of positive COVID-19 cases.](#))

- 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.

An outbreak is deemed to last 28 days from the last positive diagnosis.

The best way to avoid an outbreak is to ensure preventative measures are in place. Within the School the following are in place:

- A risk assessment that reflects the current Government Guidance
- Hand sanitizer and soap is freely available
- Lateral Flow tests are available for staff (home testing 3-5 days apart) and secondary students (initially two tests in school and then home testing 3-5 days apart).

The School may be contacted in exceptional cases to help with identifying close contacts where there is a local outbreak, as currently happens in managing other infectious diseases. If the School is contacted or if the School notes that we seem to have met the threshold for an outbreak within a setting:

- The School will liaise with, or contact the Local Health Protection team if we have not been contacted, and pass on the relevant information.
- In collaboration with Public Health, a decision will be made as to whether school can remain open. ● The School will risk-assess the workforce required onsite and assess whether it is appropriate for some staff to work remotely and will prioritise clinically vulnerable employees.
- The School will be ready to limit, transfer online or cease:
 - residential educational visits
 - open days
 - transition or taster days
 - parental attendance in settings
 - performances
- DfE and LA will be informed if the school is to close.
- At the request of Public Health, on site testing will be reinstated.

- High quality remote learning will be implemented for those with a positive PCR test but who do not feel unwell.

This may be online lessons or blended learning. Students will also be encouraged to participate in extracurricular activities.

- Vulnerable students will be supported with regular mental health checks and liaison with parents/ guardians.
- All students and staff have been trained in the use of IT for the remote learning purposes
- All relevant classrooms are equipped with cameras and smart boards, through which students can access live lessons and other school activities, during lockdown or in instances of required self-isolation.
- External visits to the school will be limited or cease until it is deemed safe to resume normal activity.
- The School's COVID Risk Assessment will be evaluated in light of any learning from new cases.

Scenario 3 –

The setting is affected by a package of Local or National measures .

The COVID situation is ever changing as are the directed responses. The School will ensure that it implements any Local or National restrictions and guidance. The School will work in collaboration with all stakeholders to limit the impact on educational delivery as well as mental health and wellbeing.

This will include working with the following:

- Parents/carers
 - Students
 - Public Health
 - Local Authority
 - Social Care
 - DfE The following plans are in place to support the continued delivery of education under local or National measures: ● All students and Staff have been trained in the use of IT remote learning use
- All relevant classrooms are equipped with cameras and smart boards, through which students can access live lessons and other school activities, during lockdown or in instances of required self-isolation.
- Staff: The School will risk assess the workforce required onsite and assess if it is appropriate for some staff to work remotely; clinically vulnerable employees will be prioritized.

