



COVID-19 Outbreak Management Plan

St Mary's Catholic Primary School, Broadway

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 school's responsibility to stay up to date with current, new and emerging national guidance.

Role	Who
Production of the plan	Mrs. Jane McNally
Authorisation of the plan	Our Lady of the Magnificat COO – Mrs. Ann Cullwick
Updating the plan in the light of new guidance and situations	Mrs. Jane McNally/Mr. Matthew Pettle
Review of the plan	Ongoing
Implementation of the plan (see table below)	Mrs. Jane McNally and Mr. Matthew Pettle

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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 schools with 21+ pupils/staff(except special schools), whichever is reached first:		
If a pupil, student, child or staff member is admitted to hospital with COVID-19.		
5 children, pupils, students or staff, who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or	Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions	Example: Year group of 100: Consider consulting the LORT for 5 positive cases if they have mixed closely.
10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period	Mixed closely: e.g. class/subject/friendship group/sports team, see guidance for definitions	Example: Class of 30: Consider consulting the LORT for 3 positive cases. Sports team of 11: Consider consulting the LORT for 2 positive cases.

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).



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 school risk assessment, we will review this if the threshold is reached.		
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)	<ul style="list-style-type: none"> We will review the COVID-19 testing measures in place. 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 encourage parents to carry out twice weekly LFT's. 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. 		HT/AHT
Ventilation Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)	See school risk assessment, we will review this if the threshold is reached.		
Cleaning	See school risk assessment we will review this if the threshold is reached.		HT/AHT



<p>COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	<ul style="list-style-type: none">• Cleaners will review gov guidance instructions https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings• Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments.• Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.• Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily.• Maximum of 2 members of staff in the staffroom at any one time; masks to be worn if more than 2 people are in the room.• For morning and lunch time breaks the library will be used by staff.• Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.• Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.• Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails).• All internal bins will be emptied daily to external bins.• In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.		
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	<ul style="list-style-type: none"> All members of cleaning staff will have up to date cleaning, COSHH and infection control training. 		
<p>Outdoor activities</p> <p>See guidance, page 22, here: Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	<p>The school will review whether any activities can be undertaken outdoors.</p> <ul style="list-style-type: none"> PE lessons Assemblies will revert back to virtual gatherings Bubbles will be reintroduced After school clubs 		HT/AHT/PE lead
<p>Cases in staff</p> <p>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>	<ul style="list-style-type: none"> We will liaise with the Self-Isolation Service Hub as soon as we are made aware of any staff who have tested positive. We will actively encourage all staff to carry out 2x weekly LFT's and upload results to NHS Test and Trace. 		HT/AHT
<p>Educational Visits (including residential)</p> <p>Limitations may be advised by the LORT.</p>	<p>See school risk assessment</p> <ul style="list-style-type: none"> COVID-19 specific control measures, will be applied in the event of the threshold for action being met, and will be included in the EVOLVE risk assessment. Educational Visits may well need to be postponed or cancelled. 		HT/AHT/Office Admin
<p>Open/taster/transition days</p> <p>Limitations may be recommended by the LORT.</p>	<p>See school risk assessment</p> <ul style="list-style-type: none"> If at all possible, COVID-19 specific control measures, will be applied in the event of the threshold for action being met. Such events may well be postponed or if possible, moved online. 		HT/AHT
<p>Parental Attendance</p> <p>Limitations may be recommended by the LORT.</p>	<p>See school risk assessment.</p> <ul style="list-style-type: none"> COVID-19 specific control measures, will be applied in the event of the threshold for action being met. Such events may well be postponed or if possible, moved online. 		HT/AHT



<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>Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers - GOV.UK (www.gov.uk)</p>	<p>See school risk assessment</p> <ul style="list-style-type: none">• COVID-19 specific control measures, will be applied in the event of the threshold for action being met.• Such events may well be postponed or if possible, moved online.		HT/AHT
<p>Work with the Local Outbreak Response Team (LORT) in the event of an outbreak</p>	<ul style="list-style-type: none">• 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.• The AHT will be the single point of contact with the LORT.• The school will identify cases and possible close contacts within school and inform all parents/carers.		AHT
<p>Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.</p>	<ul style="list-style-type: none">• See school risk assessment• Ensure COVID-19 specific control measures, are applied in the event of the threshold for action being met (or other situations that could have implications for pupils or staff who are known to be at increased risk of severe infection): see specific individual risk assessments.		HT/AHT



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?
In school asymptomatic Error! Reference source not found. ATS is only for implementation after consultation and advice from the LORT/Public Health Consultant.	We may, if advised, reintroduce an asymptomatic testing site (ATS) at our school. N/A for Primary aged pupils.		
Face Coverings (Staff and Y7+) Only for implementation after consultation and advice from the LORT/Public Health Consultant.	If advised, staff and visitors who are not exempt from wearing a face covering: <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. • Staff/visitors will be expected to provide their own face coverings; however, spare disposable face coverings will be available for if needed. • If face coverings are required to be worn, then staff and parents will be informed by email, newsletter and text; visitors will be informed prior to coming to the school. • Arrangements for training and reminders about safe use, storage and disposal of face coverings: see school's COVID RA. 		HT/AHT
Restricting group mixing	<ul style="list-style-type: none"> • Bubbles will be introduced to limit transmission. 		HT/AHT



<p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<ul style="list-style-type: none"> • Introduction of staggered start and finish times may also re-introduced. 		
<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.</p> <p>Teaching staff who are required to shield will provide virtual live lessons.</p>		HT/AHT
<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:</p> <ul style="list-style-type: none"> • Vulnerable pupils/children • Children of critical workers • Key Stage 1 and Year 6 pupils <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 • Parents/carers will be informed via email and class dojo of these arrangements. • All pupils not able to attend school will move to virtual live lessons. • Pupils without suitable devices will be loaned a school device to enable them to access the school's remote learning provision. • Pupils in receipt of FSM will be issued vouchers for the time that they are having to self-isolate. 		HT/AHT/DDSL's



	<ul style="list-style-type: none">• DSL's/DDSL's will conduct welfare checks on families/pupils deemed vulnerable. Contact will be recorded on MyConcerns.		
Maintaining quantity and quality of education and care Contingency framework: education and childcare settings (publishing.service.gov.uk)	<ul style="list-style-type: none">• 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 school is temporarily restricted, will receive remote education.• 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, which can be located on the school website: https://st-marys-catholic-primary-school-broadway.secure-primariesite.net/policies/• 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.		HT/AHT

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 school 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/government/news/covid-19-actions-for-out-of-school-settings)