

COVID-19 Outbreak Management Plan (OMP)

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 has been used to reflect our 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.

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 |
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| Production of the plan | Mrs. Catherine Clubley |
| Authorisation of the plan | Mr. Ray Suckling / LGB |
| Updating the plan in the light of new guidance and situations | Mrs. Catherine Clubley |
| Review of the plan | Mrs. Catherine Clubley |
| Implementation of the plan (see table below) | Mrs. Catherine Clubley, STP Staff team |

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.

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| 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? |
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| Increased hand and respiratory hygiene Actions for early years and childcare providers during the COVID-19 pandemic – GOV.UK (www.gov.uk) | <ul style="list-style-type: none"> Review risk assessment if the threshold is reached Handwashing and respiratory hygiene continues Re-share powerpoint with children Ensure posters are displayed above all sinks and around school | <ul style="list-style-type: none"> Ensure adequate supply of paper towels / soap / cleaning products | Class teachers Cleaning Team |
| 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"> Review the COVID-19 testing measures in place. If advised, we will increase the use of home testing by staff. Remind parents about the importance of arranging a PCR test for pupils and double vaccinated people who are close contacts of positive cases. Remind parents of the additional precautionary steps that close contacts should take to reduce transmission. Send out preprepared letter to communicate arrangements. LFD testing to be offered to all STP staff Ensure enough test kits in stock Email to be sent to staff to remind / encourage them to take up the LFD testing | | C Clubley |
| Ventilation | <ul style="list-style-type: none"> Reminder to all staff to ensure that all classroom windows are open | | Caretaker SLT |

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| <p>Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> | <ul style="list-style-type: none"> • Doors also to be open when / where possible • Reminder to Site staff to ensure that all communal area windows are open e.g. hall, library, toilets, staffroom | | <p>Class teachers</p> |
| <p>Cleaning COVID-19: cleaning in non-healthcare settings outside the home – GOV.UK (www.gov.uk)</p> | <ul style="list-style-type: none"> • Review risk assessment if the threshold is reached • Additional cleaning of touch points • Rotation of equipment in YR • Golden Time toys to be withdrawn | | <p>Caretaker Class teachers SLT</p> |
| <p>Outdoor activities See guidance, page 22, here: Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> | <ul style="list-style-type: none"> • Review risk assessment if the threshold is reached • All PE lesson move outside • Assemblies to be led remotely via TEAMS • Staggered lunchtime in the hall for YR, Y1, Y2 & KS2 FSM to eat a hot meal • All other pupils to eat in classrooms | | <p>SLT Office Manager Lunchtime Supervisors</p> |
| <p>Cases in staff Contingency framework: education and childcare settings (publishing.service.gov.uk) NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)</p> | <ul style="list-style-type: none"> • Liaise with the Self-Isolation Service Hub - 020 3743 6715 as soon as we are made aware of any staff who have tested positive. Refer to guidance: NHS Test and Trace in the workplace • Notify CSEL & Chair of LGB | | <p>C Clubley</p> |
| <p>Educational Visits (including residential) Limitations may be advised by the LORT.</p> | <ul style="list-style-type: none"> • Review risk assessment if the threshold is reached • Postpone school trips | | <p>C Clubley Finance Officer Office Manager</p> |
| <p>Open /taster / transition days Limitations may be recommended by the LORT.</p> | <ul style="list-style-type: none"> • Review risk assessment if the threshold is reached • Remote transition activities via TEAMS & email • No physical Open Days • Limited appointments / after school visits • Door stop visit only – no entering the classrooms | | <p>C Clubley Office Manager</p> |

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| <p>Parental Attendance Limitations may be recommended by the LORT.</p> | <ul style="list-style-type: none"> Review risk assessment if the threshold is reached Remote activities to take place where possible via TEAMS, phone calls, live events, video recordings e.g Parents Evening, Parent meetings, Sacramental Preparation | | <p>SLT Office Manager</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>Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers - GOV.UK (www.gov.uk)</p> | <ul style="list-style-type: none"> Review risk assessment if the threshold is reached No indoor performances Socially distanced outdoor events Limited numbers After school clubs to stop Singing outside only | | <p>SLT Office Manager</p> |
| <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. Work through WCF checklist to ensure accurate information is provided to LORT Notify Parents | | <p>C Clubley Office Manager Admin staff</p> |
| <p>Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.</p> | <ul style="list-style-type: none"> Review risk assessment if the threshold is reached | | <p>C Clubley</p> |

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? |
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| <p>Face Coverings (Staff and visitors)</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p> | <p>If advised, 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/or:</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. • Parents will be notified by email, MCAS App and notices on site • Visitor protocol displayed and shared • Face masks available to all staff and in main Office • Re-share PPE document | <ul style="list-style-type: none"> • Ensure adequate supply of disposable face masks | |

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| Restricting group mixing Only for implementation after consultation and advice from the LORT/Public Health Consultant. | Year Group Bubble | Class Bubble | Arrival Time | Collection Time | Route (via) | SLT Office Manager Class teachers |
| | Year 1 | Dragonflies | 08:45 | 14:55 | Church | |
| | | Grasshoppers | 08:45 | 14:55 | Hall / Playground | |
| | Year 2 | Hedgehogs | 08:50 | 15:00 | Hall / Playground | |
| | | Squirrels | 08:50 | 15:00 | Hall / Playground | |
| | Year 3 | Foxes | 08:55 | 15:05 | Church | |
| | | Badgers | 08:55 | 15:05 | Hall / Playground | |
| | Year 4 | Owls | 09:00 | 15:10 | Hall / Playground | |
| | | Woodpeckers | 09:00 | 15:10 | Hall / Playground | |
| | Reception | Bees | 09:05 | 15:15 | Hall / Playground | |
| | | Butterflies | 09:05 | 15:15 | Hall / Playground | |
| | Siblings | Mixed | 09:05 | 15:15 | Hall / Playground | |
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| | <ul style="list-style-type: none"> • Reintroduce staggered start / finish times • Limit number of people coming on site to one parent and siblings if necessary • Siblings to arrive at school at the latest time for their family • Continue to use one-way system around school – inside and outside • Re-introduce class bubbles • Staff to remain in Year group /class bubbles • Use zoned playground areas • Maintain year group toilet/ hand washing facilities • Re-introduce limited use of hall for lunches • Re-introduce separate staff break out areas • Staffroom only to be used to make hot drinks, use the fridge, heat lunches. • PPA to take place in classrooms / hall or one person in the library if the library is not already in use. • Pupils allowed through at staggered intervals • Verbal reminders to keep distance | | | | | |

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| | <ul style="list-style-type: none"> • Signage displayed on windows • Verbal reminders to parents and children | | |
| <p>Error! Reference source not found. 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> | <ul style="list-style-type: none"> • 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 school or arrangements for home working or learning. • Complete HR Risk Assessments | | C Clubley |
| <p>Error! Reference source not found. 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> | <ul style="list-style-type: none"> • Attendance restrictions will only be advised as a last resort. If advised and agreed by the Board of Directors, we will implement the measures in this section. • In the first instance, we will stay open for: <ul style="list-style-type: none"> Vulnerable pupils including CIN, CP, LAC, EHCP Children of critical workers Pupils in Reception, Year 1 and Year 2 • If further restrictions are recommended, we will stay open for: <ul style="list-style-type: none"> Vulnerable pupils including CIN, CP, LAC, EHCP Children of critical workers | | C Clubley Office Manager Deputy Head |
| <p>Maintaining quantity and quality of education and care</p> | <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 would receive in school as outlined in our Remote Education Policy | | Deputy- Head Class teachers Office Manager |

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| <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> | <ul style="list-style-type: none"> • Remote Education will be provided via Microsoft TEAMS • Devices will be provided for pupils unable to attend school • FSM vouchers will be provided to all eligible families • Additional Food parcels will be available for families in need • Keeping In Touch (KIT) calls will be made to those pupils who do not attend registration or participate in Chatter chums or online learning. <p>In School</p> <ul style="list-style-type: none"> • Year 1 – Year 4 – tables are front facing in rows • Children to sit side by side • No carpet spaces to be used • Adults to stand at the side or behind the children for a limited amount of time when supporting them with their learning • Reading books to be left unused for 48 hours when returned – collected in on a Friday and redistributed on a Monday • No sand / water / mud play / dressing up until further guidance • Forest school rainbow suits to be left for 72 hours between uses • No other children to borrow Forest school coats if they forget to bring a coat to school • In Reception: Resources to be on a rotation. Red laminated hands to be used in no go areas. • Reception: Equipment outside to be rotated • All fabric toys and excess furnishings to be removed. • Some toys to be used on a rotational basis and taken out of circulation for 48 / 72 hours • Books handed out by class adult • Telephone tree – wellbeing contact calls for staff to raise practical or emotional concerns that they may have about returning. | | Admin staff |
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Out of school settings

[COVID-19: Actions for out-of-school settings - GOV.UK \(www.gov.uk\)](#)