



SYTCHAMPTON ENDOWED PRIMARY SCHOOL

COVID-19 Outbreak Management Plan (OMP)

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	Amanda Richards
Authorisation of the plan	Governing Board
Updating the plan in the light of new guidance and situations	Amanda Richards
Review of the plan	Amanda Richards
Implementation of the plan (see table below)	Amanda Richards

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).



Stage 1. On reaching the threshold within one bubble only 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?
Inform Local Outbreak Teams	LORT checklist (Staff Share, Coronavirus, 2021-2022, Managing Outbreaks Folder) to be completed and emailed to the LORT on wcchealthprotection@worcestershire.gov.uk with the school's Outbreak Management Plan and Whole School Risk Assessment.		Headteacher (In her absence Senior Teacher/SBM)
Inform Parents/Carers	Outbreak Letter (Staff Share, Coronavirus, 2021 – 2022, Managing Outbreaks) to be completed and uploaded to Seesaw for the affected bubble. Inform parents/carers of any changes to trips/lunches etc		Headteacher (In her absence Senior Teacher/SBM)



<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> <ul style="list-style-type: none"> • Parents to continue to inform the SBM of any positive cases/symptoms • The SBM will continue to record and monitor reported cases of symptoms and positive tests • The SBM will notify the HT as soon as a potential outbreak is likely • The HT will contact the LORT for advice and arrange for letters to be sent to all families regarding any the outbreak management plan (See above) 		<p>SMB AR</p>
<p>Increased hand and respiratory hygiene Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>	<p>See setting school risk assessment, we will review this if the threshold is reached.</p> <p>The school is continuing to maintain procedures that have been in place throughout the pandemic.</p>		<p>All Staff SBM/Site Manager</p>
<p>Routine Error! Reference source not found.</p> <p>Families and staff can access tests here: Order coronavirus (COVID-19) rapid lateral flow tests – GOV.UK (www.gov.uk)</p>	<p>We will review the COVID-19 testing measures in place. If advised, we will increase the use of home testing by staff within that bubble to daily rather than twice weekly</p> <p>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. Pupils who are close contacts of a positive case in the bubble will be asked to test daily for 7 days following the contact</p> <p>We will also remind parents of the additional precautionary steps that close contacts should take to reduce transmission</p> <p>We will use Seesaw and Email to encourage parents to order testing kits and increase their frequency of testing.</p>		<p>HT to send out letters and emails to parents and staff.</p> <p>SBM to ensure sufficient LFD kits are available in school for</p>



	We will have a preprepared letter to communicate arrangements.		increased demand.
Pick Up and Drop Off	<ul style="list-style-type: none"> The school continues to use separate exits and entrances for all bubbles Staggered drop off and pick up times continue to remain in place 		
Ventilation Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)	<p>See setting/school/college risk assessment, we will review this if the threshold is reached.</p> <p>CO2 monitors (when delivered) will be used to monitor effectiveness of ventilation.</p>		AR
Cleaning COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)	<p>See setting/school/college risk assessment we will review this if the threshold is reached.</p> <p>We are maintaining our cleaning routines as we have done throughout the pandemic. We will ensure that all touch points are cleaned thoroughly at lunchtime by teaching staff and again at the end of the day by cleaning staff.</p>		SBM
Outdoor activities See guidance, page 22, here: Contingency framework: education and childcare settings (publishing.service.gov.uk)	<p>The setting/school/college will review whether any activities can be undertaken outdoors.</p> <ul style="list-style-type: none"> Wherever possible outdoor learning will be maximised PE lessons will take place outdoors wherever possible If PE lessons take place inside, this will be in the main hall which must be fully ventilated PE equipment will be quarantined for 72 hours before other bubbles can use it The affected bubble will have their own area on the playground and field with allocated play equipment Large play equipment will be out of bounds to the affected bubble Playtimes and lunchtimes will be staggered so that only two classes are outside at one time in separate areas We will revert to previous arrangements (see hot dinners plan) for lunches in the hall Assemblies will be carried out remotely via teams for all classes or outside with 2 metres distance between each bubble 		AR



<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>	<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>Educational Visits (including residential) Limitations may be advised by the LORT.</p>	<p>See setting/school/college risk assessment</p> <ul style="list-style-type: none"> • External trips will be cancelled for affected bubbles • External visitors to the affected bubble will be cancelled • Trips will take place in bubbles only • Staffing for trips will consist of year group staff only where possible 		AR
<p>Open /taster / transition days Limitations may be recommended by the LORT.</p>	<p>See school risk assessment</p> <ul style="list-style-type: none"> • All open days will take place remotely via TEAMS • Any visits to school will take place outside of school hours where possible, in groups of no more than 6 and visitors must wear masks/maintain social distance of 2 metres • Taster sessions will not go ahead in affected bubbles 		AR
<p>Parental Attendance Limitations may be recommended by the LORT.</p>	<p>See setting/school/college risk assessment</p> <ul style="list-style-type: none"> • Parents will be asked to wear masks on pick up and collection or if speaking to staff • Any parental concerns will be dealt with via email, telephone or virtual meetings (TEAMS) wherever possible • Parents will be asked not to attend the school office unless absolutely necessary 		AR
<p>Performances and Sport Limitations may be recommended by the LORT.</p>	<p>See setting/school/college risk assessment</p>		AR



<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"> • Parents will not be invited to attend celebration assemblies, sports days or performances in school • Performances and events will be recorded and shared with parents/carers • Contact sport will not be permitted • Clubs will be restricted to bubbles 		
<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</p> <ul style="list-style-type: none"> • HT to make contact with staff or families where a person has been identified as at increased risk of severe infection • Individual risk assessments will be agreed with the HT 		
<p>External Professionals</p>	<ul style="list-style-type: none"> • Therapists and wider children’s service professionals should continue to be invited into education and childcare settings • External professionals and teachers will be required to wear face masks in communal areas and where necessary visors when working with pupils • External professionals will be required to take an LFT prior to attending school (preferably on the same day as attending) • Where possible, external professionals will maintain a 2m social distance 		
<p>Wrap Around Care</p>	<ul style="list-style-type: none"> • School will continue to offer Wrap Around Care until advised otherwise by LORT or senior health professionals • The affected bubble will be allocated a separate area within the WAC Hall and in the Beehive (separate tables) • Maintain ventilation at all times • The affected bubble to be kept separate within clubs and to use separate equipment 		



Reverting to the Whole School Risk Assessment (Stepping down mitigations)	<ul style="list-style-type: none">• All increased mitigations will remain in place for 12 days from the last reported positive case• Arrangements will revert to the Whole School Risk Assessment from Day 13		
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Stage 2. On reaching the threshold in more than one bubble after consultation with the LORT.
Implemented by school (as Stage 1 with the following additional measures)

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)</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/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. • SBM will ensure that face masks are available for staff and visitors • HT will include advice on face coverings within letters to parents and carers • HT will advise staff via email and staff meetings • 		AR
<p><u>Restricting group mixing</u></p>	<ul style="list-style-type: none"> • Lunch arrangements will revert to the Hot Dinner Plan implemented previously • Separate toilet arrangements (as before) for all classes 		AR



<p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<ul style="list-style-type: none"> • Cloakrooms in KS2 will be out of use • Assemblies will be carried out remotely • Staggered opening and closing times for each bubble reinstated • One way system in reinstated for parents and carers 		
<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> <ul style="list-style-type: none"> • Shielding pupils will be provided for via our Continuation Of Education Policy • Staff who are required to shield will be advised to work from home 		
<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: Vulnerable pupils/children Children of critical workers EYFS Pupils Year 6 Pupils</p> <p>If further restrictions are recommended, we will stay open for: Vulnerable pupils/children Pupils/children of critical workers</p> <p>All other pupils will be provided for in line with our Continuity of Education Policy</p>		<p>AR SBM</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 Continuity of Education Policy http://www.sytchampton.worcs.sch.uk/web/covid-19_response_and_home_learning/552505</p> <p>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 restrictions. These will be provided as food vouchers.</p>		
<p>Stepping Down Measures</p>	<p>These additional measures will only be stepped down on the advice of LORT</p>		

Out of school settings

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