



## 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.**

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.

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

2 children, pupils, students and 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: Group of any size: 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 <a href="#">Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a>	See setting school risk assessment, we will review this if the threshold is reached.  The school is continuing to maintain procedures that have been in place throughout the pandemic.		All Staff  SBM/Site Manager
Routine Error! Reference source not found.  Families and staff can access tests here: <a href="#">Order coronavirus (COVID-19) rapid lateral flow tests – GOV.UK (www.gov.uk)</a>	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 use Seesaw and Email to encourage parents to order testing kits and increase their frequency of testing. We will have a preprepared letter to communicate arrangements.		HT to send out letters and emails to parents and staff.  SBM to ensure sufficient LFD kits are available in school for increased demand.
Ventilation <a href="#">Ventilation of indoor spaces to stop the spread of coronavirus</a>	See setting/school/college risk assessment, we will review this if the threshold is reached.		AR



<a href="#">(COVID-19) - GOV.UK (www.gov.uk)</a>	CO2 monitors (when delivered) will be used to monitor effectiveness of ventilation.		
Cleaning <a href="#">COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a>	See setting/school/college risk assessment we will review this if the threshold is reached. 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.		SBM
Outdoor activities  See guidance, page 22, here: <a href="#">Contingency framework: education and childcare settings (publishing.service.gov.uk)</a>	The setting/school/college will review whether any activities can be undertaken outdoors. <ul style="list-style-type: none"><li>• Wherever possible outdoor learning will be maximised</li><li>• PE lessons will take place outdoors in separate bubbles wherever possible</li><li>• If PE lessons take place inside, this will be in the main hall which must be fully ventilated</li><li>• PE equipment will be quarantined for 72 hours before other bubbles can use it</li><li>• Each bubble will have their own areas on the playground and field with allocated play equipment</li><li>• Large play equipment will be out of bounds</li><li>• Playtimes and lunchtimes will be staggered so that only two classes are outside at one time</li><li>• We will revert to previous arrangements (see hot dinners plan) for lunches in the hall</li><li>• Assemblies will be carried out remotely via teams or outside with 2 metres distance between each bubble</li></ul>		AR
Cases in staff <a href="#">Contingency framework: education and childcare settings (publishing.service.gov.uk)</a>	We will liaise with the Self-Isolation Service Hub as soon as we are made aware of any staff who have tested positive.		



<a href="#">NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)</a>			
<p>Educational Visits (including residential)</p> <p>Limitations may be advised by the LORT.</p>	<p>See setting/school/college risk assessment</p> <ul style="list-style-type: none"> <li>• Trips will take place in bubbles only</li> <li>• Staffing for trips will consist of year group staff only where possible</li> <li>• Pupils will wear masks if advised to do so</li> </ul>		AR
<p>Open /taster / transition days</p> <p>Limitations may be recommended by the LORT.</p>	<p>See setting/school/college risk assessment</p> <ul style="list-style-type: none"> <li>• All open days will take place remotely via TEAMs</li> <li>• Any visits to school will take place outside of school hours, in groups of no more than 6 and visitors must wear masks/maintain social distance of 2 metres</li> <li>• Taster sessions will not go ahead</li> </ul>		AR
<p>Parental Attendance</p> <p>Limitations may be recommended by the LORT.</p>	<p>See setting/school/college risk assessment.</p> <ul style="list-style-type: none"> <li>• Parents will be asked to wear masks on pick up and collection or if speaking to staff</li> <li>• A one way system and staggered drop offs/pick ups will be re-instigated</li> <li>• Any parental concerns will be dealt with via email, telephone or virtual meetings (TEAMs)</li> <li>• Parents will be asked not to attend the school office unless absolutely necessary</li> </ul>		AR
<p>Performances and Sport</p> <p>Limitations may be recommended by the LORT.</p> <p><a href="#">Events and attractions - Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)</a></p>	<p>See setting/school/college risk assessment</p> <ul style="list-style-type: none"> <li>• Parents will not be invited to attend celebration assemblies, sports days or performances in school</li> <li>• Performances and events will be recorded and shared with parents/carers</li> <li>• Contact sport will not be permitted</li> <li>• Clubs will be restricted to bubbles</li> </ul>		AR



<a href="#">Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers - GOV.UK (www.gov.uk)</a>			
Work with the Local Outbreak Response Team (LORT) in the event of an outbreak	<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"> <li>• Parents to continue to inform the SBM of any positive cases/symptoms</li> <li>• The SBM will continue to record and monitor reported cases of symptoms and positive tests</li> <li>• The SBM will notify the HT as soon as a potential outbreak is likely</li> <li>• The HT will contact the LORT for advice and arrange for letters to be sent to all families regarding any the outbreak management plan</li> </ul>		SMB AR
Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.	<p>See setting/school/college risk assessment</p> <ul style="list-style-type: none"> <li>• HT to make contact with staff or families where a person has been identified as at increased risk of severe infection</li> <li>• Individual risk assessments will be agreed with the HT</li> <li>• Where advised, pupils/staff will be advised to remain at home</li> <li>• Pupils advised to shield will be taught in line with the remote learning policy</li> </ul>		



## 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)</p> <p><b>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</b></p>	<p>If advised, pupils, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>And/or:</p> <ul style="list-style-type: none"> <li>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.</li> <li>SBM will ensure that face masks are available for staff and visitors</li> <li>HT will include advice on face coverings within letters to parents and carers</li> <li>HT will advise staff via email and staff meetings</li> <li></li> </ul>		AR
<p><u>Restricting group mixing</u></p> <p><b>Only for implementation after consultation and advice from</b></p>	<ul style="list-style-type: none"> <li>If advised by LORT, we will return to separate entrances and exits for each bubble</li> <li>Lunch arrangements will revert to the Hot Dinner Plan implemented previously</li> <li>Separate toilet arrangements as before for all classes</li> </ul>		AR



<p><b>the LORT/Public Health Consultant.</b></p>	<ul style="list-style-type: none"> <li>• Cloakrooms in KS2 will be out of use</li> <li>• Assemblies will be carried out remotely</li> <li>• Staggered opening and closing times for each bubble</li> <li>• One way system in place</li> </ul>		
<p><b>Only for implementation after re-introduction by national government.</b></p> <p><a href="#">Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</a></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"> <li>• Shielding pupils will be provided for via our Continuation Of Education Policy</li> <li>• Staff who are required to shield will be advised to work from home</li> </ul>		
<p><b>Error! Reference source not found.</b></p> <p><b>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</b></p> <p><a href="#">Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</a></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"> <li>Vulnerable pupils/children</li> <li>Children of critical workers</li> <li>EYFS Pupils</li> <li>Year 6 Pupils</li> </ul> <p>If further restrictions are recommended, we will stay open for:</p> <ul style="list-style-type: none"> <li>Vulnerable pupils/children</li> <li>Pupils/children of critical workers</li> </ul> <p>All other pupils will be provided for in line with our Continuity of Education Policy</p>		<p>AR SBM</p>





Maintaining quantity and quality of education and care  <a href="https://publishing.service.gov.uk">Contingency framework: education and childcare settings (publishing.service.gov.uk)</a>	<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</p> <p><a href="http://www.sytchampton.worcs.sch.uk/web/covid-19_response_and_home_learning/552505">http://www.sytchampton.worcs.sch.uk/web/covid-19_response_and_home_learning/552505</a></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>		
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## Out of school settings

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