

Setting Name: St Paul's First School, Coven

Outbreak Management Plan Version: 1

Date Completed: 27/08/2021

Review Date: End of October 2021

Plan Owner: Karen Roberts

Context

Aim of COVID-19 Case and Outbreak Management Plan

The aim of COVID-19 case and outbreak management is to:

- prevent the spread of COVID-19 within the setting or/and manage impact of community transmission impacting on the setting.
- minimise the impact of COVID-19 on staff, pupils, other key stakeholders.

Objectives of Outbreak Management Plans

The objective of outbreak management planning is to document the activities you will undertake in preparing for and responding to a single or multiple cases of COVID-19 within the setting. What actions and controls will be stepped up and stepped back down at relevant points in responding to and recovering from an outbreak.

The setting will step up and step back down the response measures according to the level of risk, effectiveness of response measures and availability of resources, in close collaboration with Local Outbreak Control Team, Public Health England and DFE.

Scope

In scope of this Plan	Out of scope of this Plan
Management of COVID-19 outbreaks at any of the following settings: <ul style="list-style-type: none"> • St Paul's First School (Nursery to Year 4) • St Paul's Before and After-School Club (Kids' Club) • Other before and after school clubs 	Contractors working beyond school day with no contact with pupils Chartwells staff

Governance

The main point of contact for the LA Outbreak Control Team or PHE will be Miss Karen Roberts, Headteacher or, in her absence, Mrs Claire Richards, Assistant Headteacher. A further third contact is the Academy's Office Manager and Health and Safety coordinator, Mrs Mary Edge. Any response to a Covid-19 outbreak in setting will be led by these staff and decisions made will be taken by the most senior member of staff on duty at the time. All staff are contactable out of hours as per the risk assessment.

Further decision-making will always be made in consultation with the Local Academy Committee, Mr Luke Knight (Chair of the LAC), and the CEO of SUAT, Mr Keith Hollins and SUAT's COO, Miss Hope Kirkham.

Containment activities and coordination will be led by the named staff above, with additional support from Mrs Ruth Fletcher, Caretaker, and collaborative work with cleaning staff contracted by Chartwells.

If the need arises, either the Headteacher or Assistant Headteacher would attend a multi-agency Incident Management Team meeting to represent the academy. This would only be called by PHE or SCC if an outbreak occurs.

Related resources

St. Paul's First School Covid-19 Risk Assessment

Gov.uk Schools Covid-19 Operational Guidance

Staffordshire Local Outbreak Control Team Plan – January 2021

St. Paul's First School Business Continuity Plan

Key Stakeholders

Key stakeholders include those that attend the facility/setting (routinely or occasionally), those who will need to know what is happening and those that have a role in outbreak management in your setting.

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> To follow appropriate risk assessment/ management guidance to keep themselves and others safe. All should be aware of current practices and procedures in place. Those in contact with the positive case will be requested to get a PCR test and inform school of the result. Staff continue to use LFD twice-weekly for additional safety testing.
Pupils	<ul style="list-style-type: none"> Teachers and classroom staff to share child-appropriate safety messages about hygiene, respiratory hygiene and practical in-school arrangements for safety. These will be shared and updated as required, depending on Covid-19 cases in setting or the locality. Those in contact with the positive case will be requested to get a PCR test and inform school of the result.
Parents/carers	<ul style="list-style-type: none"> To follow appropriate risk assessment procedures whilst on school site to keep themselves and others safe. Parents will need to take their child for PCR tests and to confirm the result with school. Positive cases will need to isolate for 10 days. Parents will need to access remote learning if their child cannot attend.
Visitors	<ul style="list-style-type: none"> To follow appropriate risk assessment/ management guidance to keep themselves and others safe. All to be made aware of current practices and procedures in place, including face masks in confined spaces. Visitors continue to be at the discretion of the headteacher and must sanitise on entry to the building. All visitors must sign-in in case of the need for contact tracing
Contractors and delivery personnel (eg cleaners, catering staff)	<ul style="list-style-type: none"> All contractors to be made aware of risk assessment and outbreak management plan for information.

	<ul style="list-style-type: none"> • Office staff to follow guidance for visitors • Delivery personnel to be informed only if regular and have contact with specific people within 1 metre for 1 minute or more (or 15 minutes within 2 metres) • Cleaners have no contact with pupils in this role so follow their own risk assessment plan/procedures. Will be informed of cases in setting if this impacts their work or safety.
<p>Where to seek Local Outbreak Advice</p>	<ul style="list-style-type: none"> • LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the Setting. • Advises our setting on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures. • Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period). • Activates and leads the outbreak management coordination team. • Determines when the outbreak is over.
<p>Other relevant stakeholders</p>	<ul style="list-style-type: none"> • Governors and the Trust to be informed of cases and in the event of a suspected/confirmed outbreak. Actions to limit school access or change the school day, or to invoke parts of the Business Continuity Plan, will be approved by the CEO and COO, in consultation with the Chair of LAC.

Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the setting with support from LA local outbreak control team/PHE or DFE in close liaison with the setting outbreak management coordination team.

Key stakeholder	What they need to know	How we'll communicate	Contact information
Staff (includes employees and volunteers)	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting • Membership of the internal outbreak response team • Arrangements for managing any self-isolation requirements • Expectations about not attending work if symptomatic • Changes to staffing/rostering arrangements • Arrangements to support staff health and wellbeing 	<ul style="list-style-type: none"> • Meetings • Staff newsletter • Text messages • Emails/memos • Signage 	<ul style="list-style-type: none"> • All available via SIMS • Email contact lists • SMS contact list on T2P • ME holds volunteer contact information centrally
Pupils	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures, including face coverings • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting • Arrangements to support staff health and wellbeing 	<ul style="list-style-type: none"> • Headteacher in assembly, • presentations and • Teacher/TA discussions in class 	<ul style="list-style-type: none"> • In person in school • Newsletters

<p>Parents and careers</p>	<ul style="list-style-type: none"> • Informed of Risk assessment and outbreak plans • Number and location of cases linked to an outbreak – where it impacts their child or the safety of the setting • The importance of hand hygiene, respiratory hygiene and physical distancing measures, including face coverings • Changes to policies and procedures including changes to arrangements for accessing the setting/ collection/ the school day/ pupil experience • Arrangements for managing any testing and self-isolation requirements • Access for home learning via academy website if required • Expectations about not attending school site if their child or them have Covid symptoms, have a positive LFT or whilst awaiting the results of a PCR test. 		
<p>Visitors, Contractors and Delivery Personnel coming onto site</p>	<ul style="list-style-type: none"> • On arrival to the setting: Health and Safety briefing • Questions asked before access: C19 positive in the last ten days, symptoms, told to isolate, contact with a positive case, PCR/LFD result? Office staff to lead this. • Level of risk, number and location of cases linked to an outbreak or of partial closures • The importance of hand hygiene, respiratory hygiene and physical distancing measures, including face coverings • Informed of policies and procedures; outbreak control measures being implemented • Arrangements for managing any self-isolation requirements 	<p>Office team</p> <p>Internal Outbreak Team – KR, CR, ME</p>	<p>Visitor sign-in book (ME to oversee)</p>

	<ul style="list-style-type: none"> • Expectations about not attending site if symptomatic or have tested positive, or are having to self-isolate as are not double vaccinated. 		
<p>Local Outbreak Teams</p>	<ul style="list-style-type: none"> • Outbreak management risks specific to the setting. • Names and contact details of potential contacts of the confirmed case. 	<ul style="list-style-type: none"> • Email • Telephone • Meetings 	<p>C19 LOCT contact details - website</p>

Stage 1 – Prevent and Prepare: Please see detail in Covid-19 Risk Assessment (link on website)

Stage 2 – Respond

The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the setting. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

Remember, LA Local Outbreak Control Team /PHE will help guide your response. Local Directors of Public Health may direct certain activities be implemented to a individual setting , cluster of settings or a locality.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Activate the outbreak response team	By email and phone	KR CR ME	Immediately on becoming aware of a confirmed case	None	If afterhours, contact all team members by mobile phone
Deep Clean due to positive case in setting	ME to inform DC at Chartwells and speak to cleaners to inform of need for deep clean in affected area once anti-viral has been released.	ME	Immediately on becoming aware of a confirmed case	Chartwells Risk Assessment and Materials already identified	Availability of cleaners – if impacted by the case
Communicate case information to Local Outbreak Team	Email or phone call to LOCT	KR ME	Immediately on becoming aware of a confirmed case	None	Possibility of not being able to get a response from LOCT
Communicate case information to relevant stakeholders	Notify of possible contact with positive case(s) and request all book a PCR. Governors and Trust to be informed of outbreak. Determine if isolated case or if represents in school transmission.	KR ME	Immediately on becoming aware of a confirmed case	None	Review Business Continuity Plan
Evaluate impact on ability to maintain provision	Outbreak Response Team to evaluate: • Staffing capacity to remain open or to close certain parts of school • Revert to bubble system to limit interaction, including staff, and staggered drop off	KR CR ME	After the above actions are completed	Communication channels with staff, parents and governors. LOCT/PHE advice	

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
	times to limit parental mixing • The need to implement remote learning • Whether current protocols are sufficient at limiting transmission (caused by a cluster of cases/ an exponential rise in cases in the locality/ or new variant)				

Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 14 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

After standing down, Stage I activities will resume for prevention and preparedness of further outbreaks.

An important activity during the stand-down phase is to evaluate the response and update this plan.

Detail how and when actions taken/ control introduced will be removed

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Review Risk Assessment for Stage 1: Prevent and Prepare	Review RA for Stage 1 to ensure that actions are robust in preventing further outbreaks. Make changes where necessary and inform stakeholders	Outbreak Management Team	Before the end of the 14 day isolation response period and/or return of pupils	TEAMS	PHE/ LOCT advice
Evaluate measures taken in response to outbreak	Itemise response to stage 2 actions above and any additional actions implemented (especially reimplementing the bubble system or remote education) Consider impact upon: <ul style="list-style-type: none"> • Covid-19 transmission • Educational provision • Pupil and staff well-being 	Outbreak Management Team	Within one week of stand down being triggered	None – may need advice from PHE or LOCT	Consultation with stakeholders for their input and evaluation