



Chaddesley Corbett Endowed Primary School

COVID-19 Outbreak Management Plan

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

Role	Who
Production of the plan	E James
Authorisation of the plan	E James
Updating the plan in the light of new guidance and situations	E James
Review of the plan	E James
Implementation of the plan (see table below)	E James

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.

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: 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.

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 setting/school/college risk assessment, we will review this if the threshold is reached.	1/12/21 – Staff all advised pupils to wash hands regularly which is better than sanitiser.	E James
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)	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 also remind parents of the additional precautionary steps that close contacts should take to reduce transmission.	We will send regular updates to parents through email. On the website additional information can be obtained about testing.	E James Office staff
Ventilation Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)	See setting/school/college risk assessment, we will review this if the threshold is reached.	1/12/21 updated RA	E James
Cleaning	See setting/school/college risk assessment we will review this if the threshold is reached.	1/12/21 – will monitor cases and if increases continue review this.	E James

COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)			
Outdoor activities See guidance, page 22, here: Contingency framework: education and childcare settings (publishing.service.gov.uk)	The setting/school/college will review whether any activities can be undertaken outdoors. <i>Weather permitting afterschool clubs</i> <i>Assemblies to resume outside</i>		E James
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)	We will liaise with the Self-Isolation Service Hub as soon as we are made aware of any staff who have tested positive.		E James
Educational Visits (including residential) Limitations may be advised by the LORT.	See setting/school/college risk assessment: <i>We will ensure COVID-19 specific control measures, will be applied in the event of the threshold for action being met, all the information will be included in the risk assessment for each visit.</i>		E James
Open /taster / transition days Limitations may be recommended by the LORT.	See setting/school/college risk assessment <i>Ensure COVID-19 specific control measures, that will be applied in the event of the threshold for action being met, and are included our risk assessment.</i> <i>Each event will be reviewed and altered to ensure we are limiting transmission.</i>	20/11/21 – Open morning – parents came in intervals, sanitiser readily available.	E James
Parental Attendance Limitations may be recommended by the LORT.	See setting/school/college risk assessment. <i>Ensure COVID-19 specific control measures, that will be applied in the event of the threshold for action being met, are included in your risk assessment or added here.</i>	07/12/21 –KS1 Nativity doors open so better ventilation, groups parents and insisted on masks and LFD.	E James
Performances and Sport	See setting/school/college risk assessment <i>Ensure COVID-19 specific control measures, that will be applied in the event of</i>		E James

<p>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><i>the threshold for action being met, are included in your risk assessment or added here.</i></p> <ul style="list-style-type: none"> • To review spaces and ratio numbers • Expectations of PPE • Limit mixing of groups who do not normally mix 		
<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> <p>Office record daily cases and negative and positive, family members or close contacts in case we need to see links.</p> <p>Check list updated and emailed to LORT</p>	<p>1/12/21 checklist on shared area for office staff to complete.</p>	<p>E James</p>
<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 <i>Ensure COVID-19 specific control measures, that will be 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), are included in your risk assessment or added here.</i></p> <p><i>All staff deemed to be high risk already have a RA</i></p>	<p>1/12/21 RA completed for CJ due to being extremely vulnerable</p>	<p>E James</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?
<p>In school asymptomatic Error! Reference source not found.</p> <p>ATS is only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p>We may, if advised, reintroduce an asymptomatic testing site (ATS) at our school.</p> <p><i>Outline your plans for how you'll reintroduce asymptomatic testing on-site (where applicable). This might include:</i></p> <ul style="list-style-type: none"> • <i>When testing will take place</i> • <i>Where testing will take place</i> • <i>Who will receive on-site testing</i> • <i>Staffing arrangements</i> 	<p>1/12/21 All staff and pupils advised to LFD daily for 7 days at home.</p> <p>Pupils advised if feeling unwell to have a PCR test and continue to come into school.</p>	<p>E James</p>
<p>Face Coverings (Staff and Y7+)</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><i>Outline your plans for how you will implement this advice. This might include:</i></p> <ul style="list-style-type: none"> • <i>Staff will be informed through briefing and whatsapp groups</i> • <i>Parents will be informed via Parent Mail</i> 	<p>1/12/21 – All staff advised to wear face covering in communal areas.</p>	<p>E James</p>

<p>Restricting group mixing</p> <p>Only for implementation after consultation and advice from the LORT/Public Health Consultant.</p>	<p><i>Indicate arrangements for the temporary reduction of mixing between groups should this action be advised.</i></p> <ul style="list-style-type: none"> • Class bubbles will return • No Assemblies • Lunch time children will be restricted to class groups at tables in the first instant – if numbers continue to increase we will stagger lunchtime periods • Outside plays will be split into year group sessions and if numbers increase class • Playtime equipment will be grouped in bubbles to limit contact. 		E James
<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><i>Outline your plans for staff who may be required to shield and provide education for children/young people required to shield after other measures have been introduced to reduce transmission.</i></p> <ul style="list-style-type: none"> • Staff who are Clinically vulnerable or extremely vulnerable are communicated with regularly and updated following guidance • Staff who are 28 weeks pregnant or more follow the most recent guidance • Encourage all staff to be vaccinated and take the booster • To review RA of all staff who are deemed to be more vulnerable. 	1/12/21 update staff RA	E James
<p>Error! Reference source not found.</p> <p>Only for implementation after consultation and advice from</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>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 will be advised by email 	1/12/21 Home learning on website updated every Monday	E James

<p>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"> • Home learning is available on the website • Pupils who are having difficulty to access home learning we have 4 lap tops available. 		
<p>Report all positive COVID-19 cases to OFSTED</p> <p>See detailed guidance here: Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p>	<p>Applies to EY settings only. See local setting processes.</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</p> <p>The school will continue to provide vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 restrictions.</p>	<p>1/12/21</p>	<p>E James</p>

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 setting/school/college 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/collections/covid-19-actions-for-out-of-school-settings)