



COVID-19: outbreak management plan

Parkland Primary

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Applicable to	All Discovery Schools

Document History

Version	Version Date	Author	Summary of Changes
V1.0	September 2021	Director of Operations	New plan developed based on both Leicestershire and Rutland COVID-19 Outbreak Management Plan for Education Settings and The Key – Outbreak Management Plan
V1.0	07/09/2021	Director of Operations	Final document following Headteacher review.
V1.1	01/11/2021	Director of Operations	Added 'Face Mask' wearing in corridors and communal areas to Stage 1.
V2.0	15/12/2021	Director of Operations	This plan is updated following a full review of guidance. The overall structure is updated to support schools manage outbreaks locally with support from Trust Central Services and LA/LHT's

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Scope

The Outbreak Management Plan (OMP) is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE) and should be read in conjunction with the school COVID-19 Risk Assessment (RA). Whilst the RA considers measures that help prevent virus transmission, the OMP outlines how we will manage single cases and clusters of COVID-19, as well as how we will operate if required to reintroduce measures/mitigations to prevent transmission of COVID-19 in the event of an outbreak. This includes how the school will ensure every child receives the quantity and quality of education and care to which they are normally entitled.

Introduction

Outbreaks can differ significantly with regard to scale and significance from 2 linked cases in a group of children to multiple cases across the setting to outbreaks linked with new variants of concern. Whilst the measures used to manage outbreaks will be the same, the number of measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.

We will only implement some, or all, of the measures in this plan in response to recommendations provided by the local authority (LA), Health Protection Team (HPT), Infection Prevention and Control Team (IPC), UK Health Security Agency (formally Public Health England (UKHSA) or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school.
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC) including Omicron.
- To prevent unsustainable pressure on the NHS

Day to Day monitoring and reporting to LEA

We will monitor the number of positive cases (staff and pupils) and report positive case numbers to the LA each day. See details below:

Leicestershire County Schools use:

A daily email will be sent to educationeffectiveness@leics.gov.uk stating:

- 1. Date of positive test taken,*
- 2. Type of test (PCR/LFD)*
- 3. Whether it is a child or staff member (no names will be given)*
- 4. Year group or work area*
- 5. Postcode of case*
- 6. Any links to other positive cases (no personal data used)*

Preventing transmission within the school setting

The DfE's [Schools Operational guidance](#) is followed and [Covid Risk assessments](#) include how vaccination and good hand hygiene will be promoted among staff and parents, how cleaning regimes and good ventilation will be maintained, and how we will operate from a social distancing perspective.

Staff are encouraged to take twice weekly LFD tests and any positive LFD cases, will isolate and book a confirmatory PCR test.

Children and staff who are unwell will be advised that they should not attend the setting. Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high temperature, loss/change in taste/smell), irrespective of how mild, will be asked to [book a PCR test](#) in line with NHS guidance and DfE [School Operational guidance](#).

We are aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, and will take this into consideration in an outbreak scenario, and when we are seeing a larger number of COVID-19 cases.

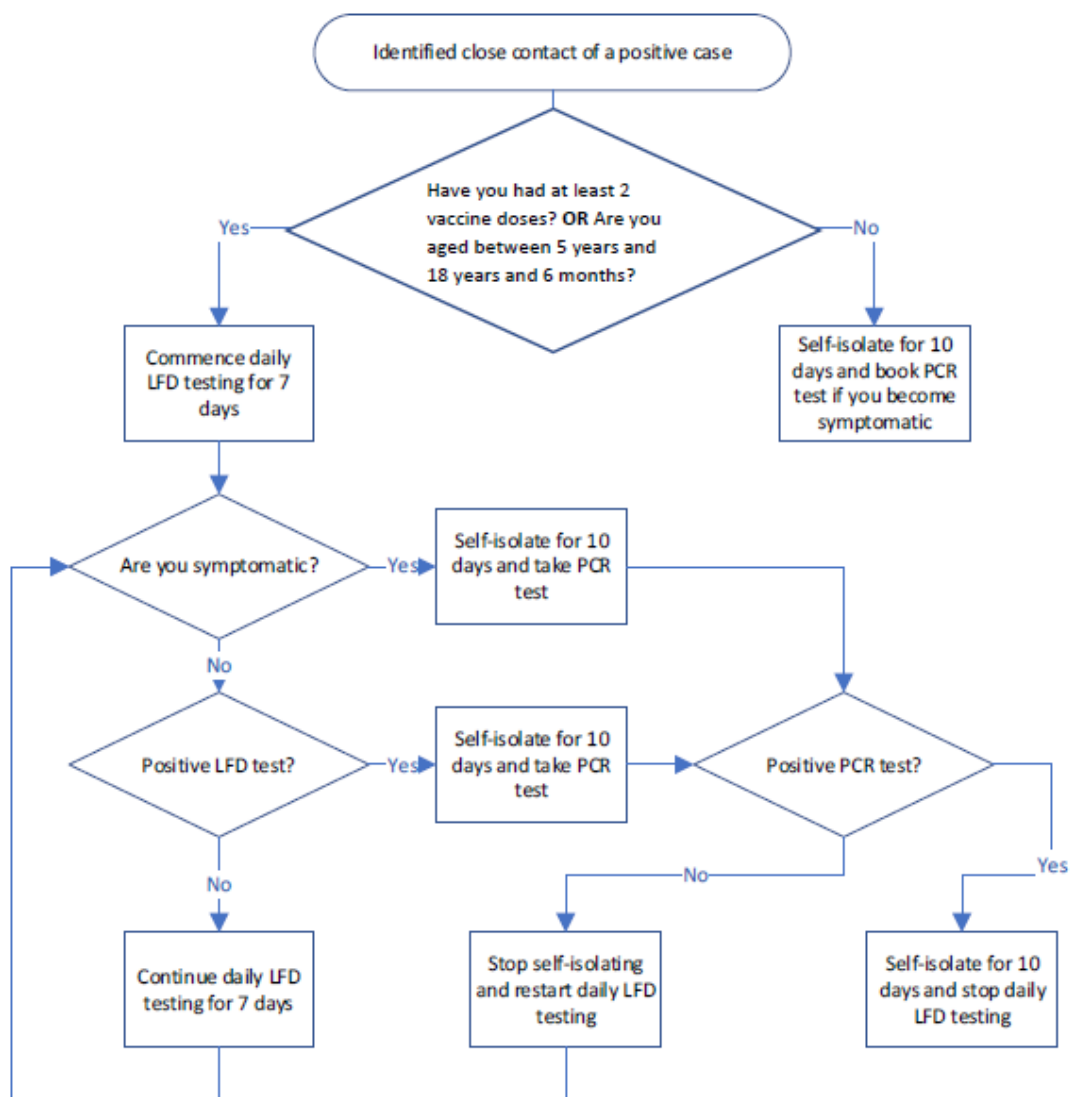
Response to positive cases

Fully vaccinated adults (more than 14 clear days after day of second dose of vaccination at the point of exposure) and children under 18yrs and 6 months are not required to isolate unless symptomatic or they test positive. Parents of close contacts and staff contacts will be informed if there is a positive case in the setting and advised to get a PCR test, alongside twice weekly LFT testing (LFT testing for children if acceptable to parents.)

Staff contacts who have not had both vaccinations more than 14 clear days before the day of contact with the positive case will also need to isolate for 10 clear days following the day of last contact with the case.

Commencing 14th December 2021, staff, pupils and other Trust colleagues identified as a Close Contact of a positive covid case are strongly advised to not isolate AND participate in the Daily Testing of Contacts of Covid (DTCC). See Image below.

Self-isolation and testing requirements w.e.f. Tuesday 14th December 2021



Triggers for Local Outbreak Management Plan Response

Actions will be considered in line with criteria and measures recommended by local Health Protection Team when thresholds are met as part of the Outbreak Management Stages (see table 1)

Table 1: Criteria and Measures for Outbreak Management Stages

Stage	Criteria	Measures that may be introduced
Stage 0	0-4 cases, unlinked, or linked outside of setting within 10 days	<ul style="list-style-type: none"> - Emphasis of face coverings in corridors and communal areas and - continue to use school local risk assessment

	Setting has not had high case numbers previously	
Stage 1	5- 10 cases within 10 days- linked in setting OR 10% of staff and pupils test positive within 10 days, and are linked	<ul style="list-style-type: none"> - Review local risk assessment - Emphasis of face coverings in corridors and communal areas. - Emphasizing and enhancing current measures – cleaning, ventilation, testing etc. - Encouraging uptake of asymptomatic testing - Activities taking place outdoors, including exercise, assemblies, or classes - One-off enhanced cleaning focusing on touch points and any shared equipment - Communications from the setting to the community about current cases. - Limiting visits, performances etc.
Stage 2	11-20 cases within 10 days linked in setting	<ul style="list-style-type: none"> - Review local risk assessment - Emphasis of face coverings in corridors and communal areas. - Emphasizing and enhancing current measures – cleaning, ventilation, testing etc. - Encouraging uptake of asymptomatic testing - Activities taking place outdoors, including exercise, assemblies, or classes - One-off enhanced cleaning focusing on touch points and any shared equipment - Communications from LCC about the cases - Limiting visits, performances etc. - Infection Prevention and Control (IPC)/HPT LCC visit
Stage 3	21+ cases within 10 days linked in setting	<ul style="list-style-type: none"> - Escalation to an Outbreak Control Team (OCT) - Review local risk assessment - Emphasis of face coverings in corridors and communal areas. - Emphasizing and enhancing current measures – cleaning, ventilation, testing etc. - Activities taking place outdoors, including exercise, assemblies, or classes - One-off enhanced cleaning focusing on touch points and any shared equipment - Reintroducing Asymptomatic Testing site (if appropriate) - Surge testing - Communications from LCC about the cases-specific to setting circumstances - Reintroducing bubbles - Reintroducing facemasks in classrooms - Limiting visits, performances etc. - IPC/HPT LCC visit
Stage 4	50+ cases or 30% of setting positive within 10 days	<ul style="list-style-type: none"> - Escalation to an Outbreak Control Team (OCT) - Emphasizing and enhancing current measures – cleaning, ventilation, testing etc. - Activities taking place outdoors, including exercise, assemblies, or classes - One-off enhanced cleaning focusing on touch points and any shared equipment

		<ul style="list-style-type: none"> - Limiting attendance - Reintroducing Asymptomatic Testing site (if appropriate) - Surge testing - Communications from LCC about the cases-specific to setting circumstances - IPC/HPT LCC visit
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*** Further information about establishing links can be found here*

When one of the stages in Table 1 is met, we will review the Risk Assessment measures in place, with specific reference to testing, hygiene and ventilation measures. Should the Stage 2 threshold be met;

Leicestershire County Schools use:

HPT, ICT and UKHSA will contact the school to provide further public health advice. The headteacher and senior leadership team will work with these teams to introduce further preventative measures in line with guidance given. Trust Central Service Team will support and advise as appropriate.

HPT, IPC and UKHSA will assess the COVID-19 cases based on:

1. Number of current positive and symptomatic cases
2. Number of previous cases at the setting
3. Rates and cases in the local area
4. Protective measures in the setting

Based on this assessment, recommendations will be made for which stage of outbreak management the school requires. Any measures will only ever be considered for the shortest time possible, to allow the outbreak to be managed and minimise transmission of COVID-19. In all cases measures / mitigations will only be implemented to prevent larger scale setting closure.

Further details can be found in [Appendix A](#) (Leicestershire and Rutland Schools)

Key Contact Details

Organisation	Contact details	This organisation should be contacted when.....
Education Effectiveness (Leicestershire County Council)	educationeffectiveness@leics.gov.uk 01163053365	The setting is notified of a COVID-19 case. This should be via email (as above)
Health Protection Team (Leicestershire County Council)	healthprotection@leics.gov.uk 0116 305 0740 Available Monday-Friday 9-5. If support is needed outside these hours, please contact DfE helpline.	The HPT (LCC) will contact settings
Infection Prevention and Control Team (Leicestershire County Council)	infection@leics.gov.uk 0116 305 1525	The IPC team will contact settings, when requested
Educational Development Team (Rutland County Council)	EducationalDevelopment@rutland.gov.uk	The setting is notified of a COVID-19 case via email (as above)
Leicester Council	COVID-19 (Coronavirus) - Reporting confirmed cases - Information - School Forms (achieveservice.com)	The setting is notified of a COVID-19 case. This should be via online eform (as above)
Health Protection Team (Leicester Council)	c19publichealth@leicester.gov.uk	The HPT (LCC) will contact settings
DfE Helpline	Dfe.coronavirushelpline@education.gov.uk 0800 046 8687	The setting is notified of a COVID-19 case. This is via the educational setting form.
Ofsted (Early Years settings only)	https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business	The setting is notified of a COVID-19 case. Further details about reporting found via link .
UK Health Security Agency (formally Public Health England)	0344 2254524	PHE will contact settings
School Decision maker – Head teacher will work with Outbreak Control Team to determine the School’s overall response and recovery strategy	Jo Andrews 0116 2782142 (Headteacher) Andrew Hayes 0116 2782142 (Deputy Headteacher)	
Trust Decision Maker – Paul Stone	07870194191 pstone@discoverytrust.org	
Central Service Team	Louise Barber 07985 553027 lbarber@discoverytrust.org Nathan Odom 07398325268 nodom@discoverytrust.org	
Outbreak Control Team (OCT)	Jo Andrews 0116 2782142 Andrew Hayes 0116 2782142 Clare Hill 0116 2782142 Rita Samji 0116 2782142	

Related resources

1. Local School Emergency Planning and Recovery Document
2. School Risk Assessment

3. [contingency framework for managing local outbreaks](#)

Key Stakeholders

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

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> Receiver of communications from SLT related to stages - Table 1.
Pupils	<ul style="list-style-type: none"> Receiver of verbal communication from class teachers as appropriate.
Parents/carers	<ul style="list-style-type: none"> Receiver of communication related to stages - Table 1.
Visitors	<ul style="list-style-type: none"> Receiver of communication related to stages - Table 1.
Contractors and delivery personnel (eg cleaners, catering staff)	<ul style="list-style-type: none"> Catering provider School Taxi company EPIC/SALT Central Service Teams (as appropriate)
Where to seek Local Outbreak Advice	<ul style="list-style-type: none"> Education Effectiveness or Early Years Inclusion and Childcare available to support with advice and guidance when there is a confirmed case(s) associated with the Setting. DfE helpline also available
Other relevant stakeholders	<ul style="list-style-type: none"> Discovery Trust - Receiver of communication related to stages - Table 1. Advisory Board - Receiver of communication related to stages - Table 1.

Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the school with support from the Trust, and/or local authority and PHE or DFE as necessary.

Key stakeholder	What they need to know	How we'll communicate	Contact information
Central Services Team	<ul style="list-style-type: none"> Number of cases linked to an outbreak Membership of the internal outbreak response team 	<ul style="list-style-type: none"> Telephone Teams Call Email 	<ul style="list-style-type: none"> Paul Stone David Briggs Louise Barber Dawn White

Staff (includes employees and volunteers)	<ul style="list-style-type: none"> • Number of cases linked to an outbreak • The importance of hand hygiene, respiratory hygiene • Any 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 briefings • Email • Text messages • Staff Intranet • Signage 	<ul style="list-style-type: none"> • Local arrangements
Pupils	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene 	Verbal	Local arrangements
Parents and Carers	<ul style="list-style-type: none"> • Any changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting 	Letters/Email	Local arrangements
Advisory Board	<ul style="list-style-type: none"> • Number of cases linked to an outbreak • Any changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting 	Email	Local arrangements
Visitors	<ul style="list-style-type: none"> • Arrangements for managing any self-isolation requirements • Expectations about not attending work if symptomatic • The importance of hand hygiene, respiratory hygiene 	Verbal on arrival	Local arrangements
Contractors and delivery personnel (e.g. cleaners, electricians)	<ul style="list-style-type: none"> • Arrangements for managing any self-isolation requirements • Expectations about not attending work if symptomatic • The importance of hand hygiene, respiratory hygiene 	Verbal on arrival	Local arrangements

Reintroduction of consistent groups

It may become necessary to reintroduce 'consistent groups' or 'bubbles' for a temporary period, to reduce mixing between groups and stop the spread of Covid-19.

Other restrictions

1. We may need to limit access to parents and carers into the setting (other than for drop off and pick up) e.g. open days, open evenings.
2. We may also reintroduce staggered start and finish times if needed, to minimise the number of people on the site at various times of the day.
3. We may reintroduce staggered play and lunchtimes if needed to reduce mixing between groups and stop the spread of Covid-19.

Attendance Restrictions

As a last resort, we may need to introduce attendance restrictions. We will provide high-quality remote education experiences for all children who are not able to attend the setting. Priority for onsite attendance will always be given to vulnerable children and children of critical workers.

In Wrap around Care provisions where attendance restrictions are in place, vulnerable children and children of critical workers will continue to be allowed to attend. For all other children, face-to-face provision will be provided for a limited set of essential purposes, such as parents going to or seeking work, attendance at a medical appointment, or to undertake education and training.

Vulnerable children

In the case of vulnerable children, attendance restrictions will only be introduced as a last resort and school we will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children safe.

If school does have to temporarily stop onsite provision on public health advice, we will discuss any alternative arrangements necessary for vulnerable children with the trust and local authority.

Where vulnerable children and young people are absent or do not take up a place offered to them, we will:

- follow up with the parent or carer to explore the reason for absence and discuss their concerns, working with the local authority and social worker where applicable.
- encourage the parent to allow the child to attend the setting, particularly where a social worker and/or the headteacher agrees that the child attendance would be appropriate.
- focus the discussions on the welfare of the child and ensure that the child can access appropriate education and support while they are at home.
- have in place procedures to maintain contact with the child and family and ensure that the child's needs are being met.

Staffing Capacity

Where staffing capacity is impacting on our ability to open fully and safely, we will follow the principles outlined in the attendance restrictions above.

Appendix A - Leicestershire and Rutland COVID-19 Outbreak Management Plan for Education Settings – Flow Chart

