

COVID-19 Outbreak Management Plan for Berkswich CE Primary (based on Staffordshire County Council plan)

Outbreak Management Plan Version: 3

Reviewed: 25/11/21 *(This is a live document that is reviewed as and when, situations develop)*

Plan Owner: Samantha Jackson

Aim of COVID-19 Case and Outbreak Management Plan

This plan outlines how we respond to cases and outbreaks of COVID-19 within Berkswich CE Primary as part of a coordinated response beyond the 19th July and Step 4 of the government road map. The aim of the plan is to prevent the spread of COVID-19 within the setting or/and manage impact of community transmission impacting on the setting; and to minimise the impact of COVID-19 on staff, pupils, and other key stakeholders.

Roles and responsibilities in preparing for and responding to a confirmed case(s) of COVID-19 and Outbreak/In setting transmission, within or associated with, Berkswich are documented within this plan.

In the event of high prevalence of coronavirus infection rates, Staffordshire Outbreak Team and PHE/DFE will advise on the implementation of additional measures required to help contain the spread.

This plan sits alongside the following documents:

1. Current Government guidance to Educational Settings
2. Berkswich CE Primary School Whole School COVID-19 Risk Assessment and infection control measures
3. Berkswich CE Primary School Business Continuity Plans
4. Individualised risk assessments for staff or pupils who are deemed extremely clinically vulnerable

Objectives of Our Outbreak Management Plans

The objective of outbreak management planning is to document the activities we will undertake in preparing for and responding to a single or multiple cases of COVID-19 within Berkswich CE Primary. The actions and controls that will be stepped up, and stepped down at relevant points, in responding to and recovering from an outbreak are detailed.

This plan 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).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team 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. Actions will be considered when either of the following thresholds are met:**
 - **There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period**
 - **10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period**
- **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)**
- **To prevent unsustainable pressure on the NHS**

Scope

In scope of this Plan	Out of scope of this Plan
Management of COVID-19 outbreaks at Berkswich CE Primary in line with COVID-19 Risk Assessments and BCP	Residential and Educational Visits will be risk assessed through COVID-19 Risk Assessment and Evolve.

Governance

The Headteacher (Samantha Jackson), Business and Premises Manager (Karen Harper) and the Chair of Governors (Steve Cope), ensure that COVID-19 risk assessments, emergency management structures and business continuity plans are in place at Berkswich CE Primary.

- Samantha Jackson is the point of contact for the Local Authority Local Outbreak Control and PHE
- Samantha Jackson will lead the response and be the ultimate decision-maker
- Karen Harper and Rachel Joint (Deputy Head) will coordinate the response

- Steve Cope, Chair of Governors and Mike Phipps, Vice- Chair will support the response on behalf of the governing board.
- The internal outbreak response team who will undertake activities ‘on the ground’ in the school to help contain the virus includes: Samantha Jackson, Rachel Joint, Karen Harper, Owen Kelly and Theresa Newman.
- Samantha Jackson or Rachel Joint will represent the school during any multiagency Incident Management Team meetings to manage an outbreak called by Public Health /LA Local Outbreak Control Teams.

Related resources

[DFE contingency framework for managing local outbreaks](#)

DFE [schools operational guidance](#)

Berkswich CE Primary School COVID-19 Risk Assessment (see school website)

Berkswich CE Primary BCP(see school website).

Key Stakeholders Roles and Responsibilities

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	• To ensure all COVID-19 risk assessments and whole school procedure are adhered to including ventilation, regular handwashing and cleaning • To continue to carry out LFD testing twice weekly • Be responsible for the health, safety and welfare of all stakeholders within school by minimising any unnecessary risks • Report COVID-19 concerns/cases regarding themselves, colleagues, pupils and all stake-holders or cases to the headteacher, deputy head and Business and Facilities Manager • Reinforce guidance and actions to all pupils in school • Read, understand and apply and changes that are directed including the Contingency Framework In the event of an outbreak in the class: ➤ Staff undertake PCR test if close contact of a positive case ➤ Limit the groups contact with other classes / groups of children ➤ Assemblies will be paused for everyone to avoid mixing ➤ During dinner- times and playtimes the impacted class must be sat away from others and play as a separate group ➤ Ensure the outdoors is utilised for learning as much as possible ➤ Resort to rows of tables in classrooms ➤ Periodic enhanced cleaning of resources / classroom in addition to the cleaning of touch points by the midday cleaner ➤ Minimise groups and staff moving from between groups/cohorts • School Business and Facilities Manager to inform the cleaning company of outbreaks to ensure deep clean.

	• Staff to cancel any educational visits / visitors during period of outbreak and resume at least 10 days after
Pupils	• To comply with COVID-19 regulations and risk assessments • To report any COVID-19 symptoms to staff in school • To undertake lateral flow to limit transmission as required • To undertake a PCR test if identified as a close contact • To follow the Government's guidance on school attendance and contact tracing if necessary, including ten days of self-isolation if positive • Engage in remote learning
Parents/carers	• To comply with COVID-19 regulations and risk assessments including those at the start and end of the school day • To report child's COVID-19 symptoms to staff in school and ensure child is PCR tested. Update school on the outcomes of the PCR test • To undertake regular lateral flow testing if requested by the school • To follow the Government's guidance on school attendance and contact tracing if necessary, including 10 days isolation period for positive cases • Support children with remote learning as necessary
Visitors	• To ensure a lateral flow test has been carried out prior to attending school • To follow COVID-19 guidance and risk assessments from the school • In the event of an outbreak in a class, the volunteer should not attend school unless risk assessed • To wear a mask – personal choice of visitor
Contractors and delivery personnel (<i>eg cleaners, catering staff</i>)	• Catering staff to adhere to school COVID-19 guidance and that provided by Mellors Catering • Continue with enhance midday cleaning • All cleaning staff to be made aware of outbreaks to ensure deep cleaning
Where to seek Local Outbreak Advice	• Staffordshire Local Outbreak Control Team C19LOC.education@staffordshire.gov.uk

	01785) 854004 • DfE COVID-19 helpline 0800 046 8687. The helpline is open 8:00am to 6:00pm, Monday to Friday and 10:00am to 6:00pm on Saturdays and Sundays. • NHS Test and Trace 119
Other relevant stakeholders	• Father Graham • Lichfield Diocese

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 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)	• Number and location of positive cases linked to an outbreak in a class or in Cedars • 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 • Arrangements for managing any self-isolation requirements (see section above) • Expectations about not attending work if symptomatic • Changes to staffing/rota arrangements • Arrangements to support staff health and wellbeing • Be prepared to set remote learning for those children affected •	• SJ will email all staff and governors and share on staff WhatsApp as appropriate • SJ to advise parent on the time-span that actions are in place in the event of positive cases	• SJ to lead with support from KH / RJ

Pupils	Pupils will understand the expectations and routines within school will change when there is an outbreak (see above section). Children will engage with remote learning and understand how to communicate with their class teacher remotely	Class teachers will share expectations and routines.	In class Emails MS Teams Zoom Phone Calls
Parents and careers	Check Schoolcomms for emails and text from Ms Jackson who will inform parents of any confirmed cases within child's class. PCR tests are encouraged to identify all children who may be positive and results should be shared with the class teacher and office / Ms Jackson. Class teachers will email parents regarding remote learning and any further communication.	Schoolcomms – email and texts. Ms Jackson email: headteacher@berkswich.staffs.sch.uk Mrs Harper email: office@berkswich.staffs.sch.uk Mrs Joint email: deputy@berkswich.staffs.sch.uk	RJ to communicate with parents in absence of SJ
Visitors	In the event of a class outbreak, the teacher will contact visitors and inform them of the situation. Risk assess whether visitors can be paused or deemed vital. The school office will contact visitors including ENTRUST Music teachers by phone and advise of outbreaks in school and the need to PCR test.	Emails from class teachers Phone calls from office. Office – 01785 337360	
Parental Visits / Activities within School	Sessions / Events where parents and carers have been invited into school, will be postpone during the step-up period. The school will endeavour to carry out these activities following the step-down of restrictions.	Ms Jackson and class teachers will keep parents updated of date / event changes. All parental activities will be risk-assessed and shared with parents.	

Visits	Out of School Educational visits will not be permitted during the step up period.	Visits to all out of school setting will be risk assessed in line with our COVID-19 measures	
Contractors and delivery personnel (e.g. cleaners, electricians)	Contractors will be advised of outbreaks - if visits involve in school contact the office will call and risk assess the viability of the visit	School office to call or email	
Local Outbreak Teams	• SJ will contact the outbreak team and seek appropriate advice	• Email - C19 LOC Education C19LOC.education@staffordshire.gov.uk • 01785 854004	RJ in absence of SJ
GPs/allied health practitioners providing services to people within the setting	School office to contact health practitioners such as school nurse / flu immunisation team in the event of an outbreak.	Phone 0300 124 0366 School.Immunisation@mpft.nhs.uk	OK and KH to contact

Stage 1 – Prevent and Prepare – refer to the Whole School COVID-19 Risk Assessment

Stage 2 – Response (See Roles and Responsibilities Section Above)

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
Confirm positive cases with school	Parents contact school office if child is symptomatic or has tested positive on a LFD test. PCR test must be then taken and results shared with school	Parent to inform office and isolate child if positive	As soon as results come through email school – office and class teacher	PCR LFD tests	Include Ms Jackson as emails are constantly checked
Activate the outbreak response team	By email and phone	Ms Jackson Mrs Joint in absence of SJ	Immediately on becoming aware of a confirmed case	None	If afterhours, contact all team members by mobile / WhatsApp / emails
Deep Clean due to positive case in setting	Mrs Harper to inform cleaners by phone and midday cleaner in person	Mrs Harper – Business and Facilities Manager	Immediately on becoming aware of a confirmed case	Detail the cleaning materials or approach	
Logging Cases	Mr Kelly to record cases on COVID-19 log including days 1 and 14 when stepping down occurs	OK	Immediately		SJ to evidence dates on diary

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
Step Down Process	Inform stakeholders that the stepping up phase is over and return to routines in line with the whole school risk assessment	SJ Class teachers	Ten days after 10% confirmed cases. If numbers exceed 10% period is 14 days.	NA	Inform volunteers

