

Outbreak Management Plan



Halton Lodge Primary School

**In preparation for school reopening on
1st September 2021**

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Outbreak Management Plan

The Aims of the Plan

The aim of this plan is to advise staff about the precautions needed when dealing with an infectious outbreak.

Human infections/epidemics/pandemics may have significant implications for the school, so this plan also considers the guidance from the World Health Organisation, Government, Department of Education (DfE), Public Health England (PHE), Local Educational Authority and Compliance Education. (All of the above, from now on, are collectively referred to as Authority Advisors).

As of the 19th July 2021, the country moved to Step 4 of the roadmap. This marks a new phase in the government response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education.

The Department of Education has handed power back to the Local Authority and Public Health England to manage outbreaks within our school(s) and the local community.

Their involvement may be necessary to help manage outbreaks in schools if there is an "extremely high prevalence" of Covid-19 in the community (and other measures have failed to reduce transmission) or as part of a package of measures "responding to a variant of concern".

Therefore, in such circumstances, the Headteacher (together with the Senior Leadership Team) will work closely with all our authority advisors to ensure all future preventive measures are implemented.

Where there is conflicting advice the Headteacher and SLT will err on the side of caution and reserves the right to implement any further measures that are deemed to be in the best interest of our school(s), our staff and the children within our care.

COVID-19 has and is a rapidly evolving situation for which, has and does, result in guidance and plans having to be developed or changed at a fast pace and is subject to change with little notice. The Headteacher and Compliance Education have devised a traffic light style plan which will be kept under review.

- Green** Singular positive coronavirus case reported.
- Amber** More positive coronavirus cases reported within 14 days or there is a moderate prevalence of COVID-19 in the community.
- Red** Even further positive coronavirus cases reported with the last 14 days or there is an extremely high prevalence of COVID-19 in the community.

How we will reduce the chances of an outbreak within our school

Halton Lodge Primary School has and will continue to follow our existing COVID-19 control measures by ensuring good hygiene for everyone, maintaining appropriate cleaning regimes, keeping occupied spaces well ventilated and following Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Ensuring good hygiene for everyone:

- **Hand hygiene**
We will continue to encourage all our staff and pupils to regularly practice frequent and thorough hand cleaning with soap and water (or hand sanitiser).
- **Respiratory hygiene**
We will continue to encourage the 'catch it, bin it, kill it' approach – which remains very important.

Personal Protective Equipment (PPE)

The school will ensure adequate and appropriate stock levels of PPE is provided for all staff:

- Suitable PPE for cleaners as per MSDS and/or COSHH Risk Assessments.
- Suitable PPE for cleaners when completing a Deep Clean
- Suitable PPE for cleaning up bodily waste
- Suitable PPE for Nappy/Pad Changing
- Suitable PPE for First Aiders.

Types of PPE

- **Gloves** – Are to be worn to protect your hands
- **Face Masks/Coverings** – Are worn to protect/prevent the spread of a respiratory virus when close contact with another person cannot be avoided.
- **Eye Protection or Shields** – Are worn when there is a risk of bodily fluids splashing up into your face.
- **Aprons** – Are worn to protect your clothing from becoming soiled.

The Headteacher & School Business Manager

- Will ensure an adequate number of First Aiders (Paediatric First Aid, First Aid at Work, Emergency First Aid) are always available.
- Will ensure staff requalification dates have not lapsed.
- Will ensure all First Aiders receive refresher training to ensure they are:
 - Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.
 - Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.
 - Aware of the importance to keep up to date with relevant First Aid Advice
 - Aware of their own capabilities.

All staff have been instructed in donning and doffing PPE. All PPE is regarded as single use and immediately binned after use. The clinical waste is double bagged and left for 72 hours before being disposed of with general waste.

Face Coverings

The school acknowledges that the government has stated that face coverings will no longer be advised for pupils, staff and visitors (either in classrooms or in communal areas).

However, our Headteacher reserves the right to re-introduce the wearing of face covering at any time and will not discourage any member of staff, pupil or visitor who personally wishes to continue wearing one.

The school will also be ready to re-introduce the wearing of face coverings at short notice with an immediate communication to parents and staff following advice from our authority advisors.

Travel

Whilst the legal requirement to wear a face covering has been lifted, we will still encourage all our staff and pupils to follow the Government's recommendation that people should continue wearing face coverings when in crowded areas, such as public transport.

Maintaining Appropriate Cleaning Regimes

The school will continue to maintain an appropriate cleaning schedule.

This includes regular cleaning of all areas and equipment, with a particular focus on frequently touched surfaces (for example, twice per day).

School Premises Manager & Cleaners

- Will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly.
- Will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing
- The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school.
- Rotas are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day.
- Will check cleaning products, handwashing/drying, hand sanitizer and PPE stock levels are maintained.
- Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used.
- Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH Risk Assessment.
- Will follow PHE guidance for cleaning of non-healthcare settings [COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/cleaning-of-non-healthcare-settings-outside-the-home)

Teaching and Non-Teaching Staff

- Will follow personal hygiene guidelines.

- Will ensure that pupils follow hygiene guidelines (including washing hands and disposing of (blue) hand towels and (white) toilet tissue appropriately, each time they use the toilet).
- Will provide help and guidance when necessary to help young or vulnerable children.
- Will deliver age-appropriate lessons on “The Importance of Good Personal Hygiene” to the pupils during Personal, Health and Social Education (PSHE) lessons at the start of each half term; with regular reminders whenever this is deemed necessary.

Catering Manager and Kitchen Staff

- Will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling.
- Will ensure personal hygiene and handwashing is maintained.
- Will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day.
- Will clean and disinfect food storage and preparation areas.
- Will ensure PPE is worn when preparing and serving food (gloves, hairnet/hat, apron).

Keeping Occupied Spaces Well Ventilated

The school will continue to ensure the school is well ventilated and that a comfortable teaching environment is maintained.

School Premises Manager & Headteacher

- Have already had all mechanical ventilation systems checked and have been adjusted where possible in accordance with H&S guidance. [Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#), [CIBSE - Coronavirus COVID 19](#).
- Have already carried out a ventilation assessment and have weighed up the need for increased ventilation whilst maintaining a comfortable temperature.
- Have already identified which external windows and which external/internal non-fire doors can be left open to improve natural ventilation whilst adhering to health and safety and safeguarding guidance.
- Will continue to ensure all mechanical ventilation systems within the school are serviced and maintained annually.
- Will continue to follow the progress of the DfE and SAGE pilot project to measure CO2 levels in classrooms and will implement any future guidance.

Teaching Staff

- Will continue to assess their classroom temperature and will report and seek permission before restricting the natural ventilation (by closing all windows or doors) to maintain an ambient temperature, conducive to learning.

Following Public Health advice on testing

The school will continue to provide staff/pupils with rapid lateral flow home testing kits to identify individuals with coronavirus (COVID-19) who do not have symptoms.

Finding asymptomatic cases early, along with our control measures will help us eliminate or manage the spread of this virus within our school. Therefore, safeguarding the health of our staff and keeping as many staff and pupils in school as possible.

Lateral Flow Test

Staff and secondary school pupils will be requested to commence testing 3 working days before the start of the autumn term and then twice weekly home testing until the end of September.

Vaccination

Staff, the Clinically Extremely Vulnerable, Persons with an Underlying Health Condition and some staff and pupils who live with individuals who are Clinically Extremely Vulnerable should have already been offered a double vaccination against COVID-19 before the start of the Autumn term 2021-2022. **Any staff members who are not double vaccinated are strongly encouraged to inform the Headteacher so amendments to this plan and, if necessary, an individual risk assessment can be carried out – to maintain their safety and the safety of all other adults and children that they may come into contact within school.**

Clinically Extremely Vulnerable

The school has already compiled a record of all staff and pupils who are classed as being clinically extremely vulnerable and have carried out personal risk assessments where necessary.

Even though the government guidance now states that staff and pupils who are clinically extremely vulnerable are required to follow the same guidance as everyone else, we will, however, continue to work closely with our staff, pupils and pupils' parents; and will do everything we can to support them within school.

The school will also be ready to implement home or remote learning programmes for CEV pupils - and arrange cover for CEV staff - at short notice, with an immediate communication to parents and staff following advice from our authority advisors or upon NHS or a medical professionals notification.

Headteacher

- Will ensure all existing COVID-19 control measures are maintained (good hygiene for everyone, maintaining appropriate cleaning regimes, keeping occupied spaces well ventilated and following Public Health advice on testing, self-isolation and managing confirmed cases of COVID-19)
- Will allow staff and pupils to continue wearing face coverings if they wish to do so.

- Will encourage all staff (and pupils) to partake in the regular Lateral Flow Testing programme.
- Will encourage all staff (and eligible pupils) to have the vaccine.
- Will, if necessary, refer staff and pupils to external services who provide a range of health support and advice for physical and mental health needs.

Clinically Extremely Vulnerable Staff and Pupils/Parents

- Will ensure the Headteacher is kept abreast of their/their child's condition and is notified straight away if they receive an NHS Shielding Letter or are advised by a medical professional that due to their condition, they should not attend work/school.
- Will continue to be mindful of their condition and will take precautions when meeting others they do not usually meet with, in order to reduce the risk of catching or spreading COVID-19.
- Will practice good hand hygiene and continue to wear or may choose to wear a face covering when in a crowded area.

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19: easy read \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/2020-07-16-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19)

Self-isolation

In order to eliminate the risk of spreading coronavirus within our school all pupils, staff and other adults who develop COVID-19 symptoms or have tested positive will be instructed to refrain from coming into school and to follow current self-isolating and PCR testing guidelines.

The school will continue to use a designated isolation room and will follow existing COVID-19 procedures when looking after a child/young person who is suspected of having coronavirus and is awaiting collection (or transfer to hospital).

Isolation Room:

- Has been allocated so the ill person can be monitored from a safe distance.
- Is located where the nearest toilet is the Gent's Adult Toilet (which must be locked if it is used by the ill person so that it is not used by anybody else until after it is deep cleaned, after the person has left the building).
- Is equipped with a personal protection equipment (PPE) pack and alcohol hand sanitiser).
- As this room is not well-ventilated, staff may prefer to supervise the child outdoors – at the front of the school (away from the main entrance to the building).

School Premises Manager & Cleaners

- *Will, if possible, leave the room (and toilet) closed off to everyone for 72hrs.*
- If this is not possible, they will don-on full PPE for carrying out a Deep Clean.
- Will complete a deep clean of the isolation room and toilet (including any chairs that have been used).

Managing Confirmed Cases of COVID-19

As a school we will always put the best interests of our staff and pupils first. This may mean if there is a worrying raise in coronavirus cases or we notice that several of our staff or pupils are falling ill with the virus, we will immediately review our existing control measures and may re-introduce measures that were in place during the academic year 2020-2021.

We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. We will, however, strive to remain open unless advised otherwise.

Classification of an outbreak

The current guidance states an outbreak or incident may be defined as:

- An incident in which 2 or more people experiencing a similar illness are linked in time or place.
- A greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred.
- If you have several confirmed cases within 14 days.

As the definition(s) above are open to interpretation the school will continue to record all COVID related absences and review for possible outbreak trends and links.

The Headteacher will regularly assess the results and will report all possible outbreaks to the Local Health Protection Team on 0800 046 8687 option 1.

The school also acknowledges that to ease the pressure on the Local Health Protection Team, our Local Authority may request to triage our finding first. Therefore, the school will continue to work closely with the Local Authority and Local Health Protection Team.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR)

As coronavirus falls under one of the many pandemics which are reportable to the Health and Safety Executive 'whereby a member of staff or pupil has been confirmed of having the illness and have attended their place of work/school'.

The Headteacher will ensure Compliance Education is notified immediately given the HSE RIDDOR time constraints so, a full investigation can be conducted and when necessary, a RIDDOR report is submitted.

Dealing with a Notification

Upon notification of a suspected, confirmed case of coronavirus or upon notification from our authority advisors. The Headteacher, together with the SLT, will activate the Outbreak Management Plan.

This will take the form of:

- Establishing who the infectious person is. Have they been in school and, if so, who have they been in contact with?
- Ascertaining whether the infectious person has direct or indirect links to the school and what impact this may have.
 - **Direct** refers to: a staff member who works, carried out some temporary work or pupil who attends our school.
 - **Indirect** refers to: example a member of a staff or a member of a pupils' household has developed symptoms or has tested positive.
- Managing absenteeism levels and ensuring staff to pupil ratios are maintained.
- Ensuring educational learning material is made available to all pupils who are required to self-isolate or have been advised to shield. **The remote education provided should be equivalent in length to the core teaching pupils would receive in school.**

Self-isolations rules:

- All staff and pupils who develop COVID-19 symptoms are required to self-isolate at home immediately and arrange to have a PCR test completed even if their symptoms are mild.
- **Note:** All persons who test POSITIVE will be legally required to self-isolate regardless of their vaccination status or age. (A person can be fined if they do not self-isolate).

Isolation Period includes the day the persons symptoms started or the PCR test date and the next 10 full days.

- On the 16th of August 2021, the legal requirement to self-isolate for contacts of a positive case ended for the following groups:
 - Pupils and/or staff under the age of 18yrs and 6 months.
 - Pupils and Staff 18yrs and 6 months and above who are fully vaccinated.
- **Note:** If contacted by NHS Test and Trace as a close contact, the above persons will be advised to take a PCR test.
- If a person test POSITIVE they will be legally required to self-isolate regardless of their vaccination status or age. (A person can be fined if they do not self-isolate).

Isolation Period includes the day the person's symptoms started, or the PCR test date, and the next 10 full days.

- Monitoring all COVID related absences, reviewing the results for possible outbreak trends and links and when necessary, report all possible outbreaks to the local health protection team on 0800 046 8687 option 1.
- Review existing COVID-19 control measures to ensure they are being maintained, followed and whether further control measures need to be introduced or enhanced, to control the spread of the virus within our school.
- Introducing further measures, when necessary, to eliminate or stop the spread of the virus within our school, this may include:
 - Temporarily reintroducing the wearing of face coverings in communal areas and/or classrooms.
 - Temporarily ceasing all activities that bring large numbers of staff and/or pupils together in one area especially if it's an indoor activity.
 - Restricting movement around the school.
 - Reintroducing year/class bubbles.
 - Partial or full closure of the school and reactivating remote learning and lunching provision to those eligible to receive free dinners.
- Maintaining good communication between staff, pupils, and our pupils' parents:
 - Reminding everyone of the importance of staying at home and self-isolating if they have COVID symptoms, have been instructed by NHS Test and Trace or a medical professional, awaiting test results or have tested positive for COVID.
 - Reminding everyone of the importance of good hand hygiene and respiratory hygiene.
 - Reminding everyone of the importance of completing twice weekly lateral flow testing if eligible.
 - Notifying everyone concerned of any changes to our normal educational hours or activities.

GREEN: Singular positive coronavirus case reported.

- The Headteacher and members of the SLT will meet to discuss what direct or indirect impact this positive case has on the school and will review the existing COVID-19 Control Measures to ensure they are being maintained and followed.
- Depending on staffing levels, the school will arrange temporary cover in order to maintain staff to pupil ratios.
- Where necessary, cleaning regimes in the school will be raised (ensuring all high-contact areas such as toilets, door handles, handrails etc are disinfected and cleaned).
- Staff and pupils will be encouraged and reminded of the importance of maintaining good hand hygiene before entering and after leaving the school, as well as regularly throughout the day.
- Ensuring that everyone (staff and pupils) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.
- As a preventive short term measure, the school may re-introduce the wearing of face coverings in communal areas.
- Planned assemblies and other large gatherings which bring staff and pupils from different year/classes together will be rigorously assessed and the Headteacher and members of the SLT will carry out a 'dynamic risk assessment' which will consider the safety of the staff and pupils.
- **Note:** a 'dynamic risk assessment' is an on-the-spot process of weighing up the risks against the probability of further positive or symptomatic coronavirus cases and does not always require a formal documented risk assessment.

AMBER: More positive coronavirus cases reported within 14 days or there is a moderate prevalence of COVID-19 in the community.

The following actions may be activated due to further reported positive COVID-19 cases within our school (staff and/or pupils) or we may be instructed by our local authority to implement these measures due to an increase of COVID-19 cases within our community.

- The Headteacher and members of the SLT will meet to discuss what actions are required to control the spread of the virus within our school.
- Depending on staffing levels the school will arrange temporary cover in order to maintain staff to pupil ratios. If staffing numbers fall below recommended levels, the school may have to consider prioritising lessons and/or temporarily introduce blended learning.
- Cleaning will be enhanced further to include the frequency of the cleaning regime, disinfecting of all high-contact areas such as toilets, door handles, handrails etc to deep cleaning/fogging identified areas.
- Staff and pupils will be encouraged and reminded of the importance of maintaining good hand hygiene before entering and after leaving the school, as well as regularly throughout the day.
- Ensuring that everyone (staff and pupils) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.
- Staff and eligible pupils will be advised to carry-out regular lateral flow testing.
- As a preventive short term measure, the school will re-introduce the wearing of face coverings in communal areas.
- Planned assemblies and other large gatherings which bring staff and pupils from different year/classes together will be temporarily ceased and reintroduced when the number of positive or symptomatic coronavirus cases reduce.

Further cases within 14 days or there is a high prevalence of COVID-19 in the community.

- If the number of positive or symptomatic coronavirus cases continue to rise the Headteacher and SLT will immediately reduce face-to-face contact by re-introducing year/class bubbles, restricting movement around the school, cancelling or restricting residential educational school visits to year/class bubbles only, restricting school access by allowing only essential visits.
- The Headteacher will carefully monitor all COVID related absences, reviewing the results for possible outbreak trends and links and when necessary, report all possible outbreaks to the Local Health Protection Team on 0800 046 8687 option 1.

RED: Even further positive coronavirus cases reported with the last 14 days or there is an extremely high prevalence of COVID-19 in the community.

The following actions may be activated due to even further reported positive COVID-19 cases within our school (staff and/or pupils) or we may be instructed by our local authority to implement these measures due to an increase of COVID-19 cases within our community.

- The Headteacher will continue to work closely with the dedicated Local Health Protection Team and Public Health England who will devise a structured plan to bring the spread of the virus under control.
- The school will accommodate an on-site testing facility and will work closely with the Local Health Protection Team.
- Depending on staffing levels, the school will arrange temporary cover in order to maintain staff to pupil ratios, if staffing numbers fall below recommended levels, then the school may have to consider prioritising certain year groups or closing the school and reactivating remote learning and lunchtime provision to those eligible to receive free school meals.

This may include restricting attendance, prioritising certain year groups or closure:

- **EYFS:** If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.
- **Primary School:** If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in Reception, Year 1 and Year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.
- **Secondary School:** *If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in Years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.*
- **Further Education:** *If some attendance restrictions are needed to help contain the spread of the virus, we will, if asked, implement our revised delivery model.*
- **Higher Education:** *If some attendance restrictions are needed to help contain the spread of the virus, we will, if advised, implement our revised delivery model.*
- **Closure:** We recognise that closing the school may be necessary in exceptional circumstances in order to control the virus. We will however, strive to remain open unless advised otherwise.

During school closure

If the school is due to be unoccupied for any length of time the school will ensure:

- The school is inspected weekly to maintain the security of the building.
- All statutory checks are completed.
- All non-critical business infrastructure electrical appliances are turned off and plugs removed from sockets.
- All water supplies isolated at the mains and where possible we will drain down all water systems.
- All waste is removed and external bins are securely placed away from the building.

Reopening the School.

Dependant on the type and severity of the Infection/Epidemic/Pandemic, school will consult with the school governors following discussions with the Local Authority and Compliance Education regarding procedural steps that should be implemented and at what time. School must not reopen without the approval of the Local Authority.

Reference Guides used to create this document

Specific educational setting guidance (July 2021)	Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)
	Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)
	SEND and specialist settings: additional COVID-19 operational guidance (applies after Step 4) - GOV.UK (www.gov.uk)
	Further education COVID-19 operational guidance - GOV.UK (www.gov.uk)
	Higher education COVID-19 operational guidance - GOV.UK (www.gov.uk)
Contingency framework	Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)
Protecting people who are Clinically Extremely Vulnerable	COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk)
	Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)
	Talking with your workers about preventing coronavirus (COVID-19) - Overview (hse.gov.uk)
Supporting pupils with a medical condition	Supporting pupils at school with medical conditions (publishing.service.gov.uk)
Educational Visits	Health and safety on educational visits - GOV.UK (www.gov.uk)
Wraparound provision	Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)
School Meals	Providing school meals during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)
Use of PPE	The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs) - GOV.UK (www.gov.uk)
Cleaning	COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)
Ventilation	Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)
Face Coverings	Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)
Self-Isolating	When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)
COVID-19 symptoms	Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk)
Staying at home guide	Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)
Testing	Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)