

St John and St James C of E Primary School COVID-19 Outbreak Management Plan

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| **Name of school:** | **St John and St James C of E Primary School** | **Date:** | **12.9.21** |
| **Plan Version:** | **1** | **Review Date:** | **31/10/21** |

**Contents**

[**Introduction** 2](#_Toc80875243)

[**How to use this template** 2](#_Toc80875244)

[**Objectives of the Outbreak Management Plans** 3](#_Toc80875245)

[**Governance** 3](#_Toc80875246)

[**Related resources** 4](#_Toc80875247)

[**Key Stakeholders** 4](#_Toc80875248)

[**Communications** 6](#_Toc80875249)

[**Stage 1 – Prevent and Prepare** 8](#_Toc80875250)

[**Stage 2 – Respond** 9](#_Toc80875251)

[**Detail the actions/controls to be considered** 10](#_Toc80875252)

[**Stage 3 – Stand-down** 13](#_Toc80875253)

[Appendix 1: Flowchart for settings when there is a positive case of COVID-19 (PCR and LFD test) 14](#_Toc80875254)

[Appendix 2: Template letter to notify school community of a a positive case 15](#_Toc80875255)

Appendix 3: Template letter to students identified as close contact to a positive case ………………16

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. There is emphasis on the serious impacts of having missed education during the pandemic for young people. The Government’s guiding principle is that ‘In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.’ The overarching objective is to maximise the number of children and young people in face-to face education and minimise any disruption, in a way that best manages the COVID-19 risk. The Department for Education’s published COVID Contingency Framework states that schools should have an “outbreak management plan”, outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area. Measures affecting education and childcare may be necessary in some circumstances, for example: to help manage a COVID-19 outbreak within a setting if there is an extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission and/or as part of a package of measures responding to a Variant of Concern (Voc).

**This plan will be activated should the following infection thresholds be met:**

There have been 5 cases of COVID-19 across a year group within 10 days or 10% of children, pupils, students or staff who have mixed closely test positive for COVID-19 within a 10-day period.

Or

Evidence of severe of illness e.g. students or staff members admitted to hospital or a death as a result of a COVID–19 infection, (PCR or LFD Ag with follow up PCR) as the setting may require advice on risk assessment and communication.

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| Key stakeholder | Role for outbreak management |
| Staff  (includes employees, and volunteers) | * Head Teacher (in absence DHT) leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period). * Head Teacher (in absence DHT) activates and leads the outbreak management coordination team. * Staff to follow advice and guidance |
| Parents/carers | * Follow Site visiting rules |
| Visitors | * Follow Site visiting rules |
| Contractors and delivery personnel | * Follow Site visiting rules |
| Where to seek Local Outbreak Advice | * North Enfield Public Health can be contacted via email: corona.virus@enfield.gov.uk * Department for Education Helpline can be reached on 0800 046 8687 * If multiple cases that reach the DfE threshold, contact local health protection team LCRC: LCRC@PHE.gov.uk |
| Governors | * Chair of Governors to be kept informed and provide any necessary support |

**Communication:**

|  |  |  |  |
| --- | --- | --- | --- |
| Key stakeholder | What they need to know | How we’ll communicate | Contact information |
| Staff (includes employees and volunteers) | * 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 | * Meetings * Email * Signage |  |
| Pupils | * Hand hygiene reminders |  |  |
| Parents and carers | * All parents asked to book children in for a PCR test. Emphasis on keeping children off school if they are unwell and organising a PCR test if COVID-symptoms are present | Letter to parents of children who have been close contacts of infected child. |  |
| Visitors | * Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting | Signage  Email |  |
| Contractors and delivery personnel *(e.g. cleaners, electricians)* | * Outbreak control measures being implemented, including changed arrangements for accessing the setting. | Signage  Email |  |
| GPs/allied health practitioners providing services to people within the setting | * School Nurses * Therapy services |  |  |

**Stage 1 – Prevent and Prepare**

| **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** |
| --- | --- | --- | --- | --- | --- |
| Follow risk assessment | Ensure our risk assessment reflects the current Government Guidance | HT | *.Ongoing* |  |  |
| Reduce risk factors as far as possible | Hand sanitiser and soap is freely available  Regular hand washing will be encouraged  Lateral Flow tests are available for staff (home testing 3-5 days apart)  All rooms are cleaned daily  Staff are asked to ventilate rooms by opening doors and windows  One-way system in place  Separate entrance points for children  Children sanitise hands on entry to school and the dinner hall and on returning to their classrooms | HT/DHT/AHTs  Site Manager  Staff | Ongoing | Cleaning and sanitising materials. |  |

**Stage 2 – Respond**

***Detail the actions/controls to be taken***

| **What do you need to do?** | **How will you do this?** | **Who will be responsible?** | **When will it happen?** | **What supplies or resources are needed?** | **Other considerations** |
| --- | --- | --- | --- | --- | --- |
| Activate the outbreak response team | By email and phone | HT/DHT | Immediately on becoming aware of a confirmed case | N/A | If after hours, contact all team members by mobile phone |
| Notify Enfield Public Health | By email or phone | HT/DHT | Immediately on becoming aware of a confirmed case | *N/A* |  |
| Initiate contact tracing / risk assessment from the positive case and identify close contacts in school | Talk to staff and pupils | HT/DHT | Immediately on becoming aware | *N/A* |  |
| Identify and organise deep clean due to positive case in setting | By phone | Site Manager | As soon as possible on becoming aware of a confirmed case | *Cleaning Team* |  |
| Provide high quality remote learning for those with a positive PCR test but who do not feel unwell. This may be online lessons or blended learning. | Assigned staff member will do regular calls to child’s home to check-in and feedback on learning. Work will be posted on google classroom. | AHT | Daily | Home IT equipment if required | Free school meals accessibility |
| Strengthen protective measures for 10 school days | Adapt, limit or postpone indoor events, trips, open days, performances and clubs.  Revert to virtual assemblies and staff meetings.  Review use of ICT Suite and Library  Class tables to be returned to front facing, partners to share resources.  Re-introduction of bubbles / groups to limit the spread of the virus to others  Review use of the hall by Church.  Re-introduce more stringent cleaning regime  Re-Introduction of face coverings when parents are collecting children. | HT/DHT/AHTs  Staff  HT/  DHT/AHTs | As soon as possible  As soon as possible | Signage  Signage |  |
| Inform parents of any COVID-19 measure changes. | Text, email & website. | SLT | As soon as possible. |  | Senior Leadership Team to be visible around school at beginning and end of day to answer any parent queries/concerns. |

**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.

| **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 school’s response | The School’s COVID Risk Assessment will be evaluated in light of any learning from new cases | HT/DHT | As soon as possible following end of the outbreak |  |  |

## Appendix 1: Flowchart for settings when there is a positive case of COVID-19 (PCR and LFD test)

**Who has tested positive in the setting?**

The child / staff member who tested positive should be asked to self-isolate for 10 days from when symptoms started (if no symptoms, then from the day the PCR/LFD test was taken).

**Has the positive case been in the setting while they were infectious?**

This means, has the positive case been in the setting in the 2 days leading up to symptoms starting? If no symptoms appeared, have they been in the setting in the 2 days leading up to the day the PCR/LFD test was taken?

NO

YES

**Please notify Haringey Public Health via email** [PublicHealth@Haringey.gov.uk](mailto:PublicHealth@Haringey.gov.uk) **and Ofsted via the weblink** that there has been a positive case within the setting <https://www.report-childcare-incident.service.gov.uk/serious-incident/childcare/update-incident/>.

**Please notify xxxxxx Health** **via email** [x](file:///C:\Users\FranHargrove\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\1JM9JR0J\x) **and Ofsted** via this weblink <https://www.report-childcare-incident.service.gov.uk/serious-incident/childcare/update-incident/> that there has been a positive case within the setting.

No further action is required as there has been no risk to anyone within the setting.

**Identify any close contacts to the positive case within the setting.**

Close contact is:

* Having been within a 2-metre distance for 15 minutes or longer,
* Having been within a 1-metre distance for 1 minute or longer,
* Having had a face-to-face conversation within a 1 metre distance for any length of time.

**If the positive case tested positive with a rapid test (Lateral Flow Device test) the steps below must still be followed and the positive case should book in for a PCR test immediately** using this link: <https://www.gov.uk/get-coronavirus-test>. If the PCR test comes back negative, close contacts can stop self-isolating and return to the setting immediately.

Due to the delay in NHS Track and Trace contacting positive cases, **managers should carry out a risk assessment and notify any staff members identified as a close contact that there has been a positive case within the setting.**

**Based on their vaccination status, staff members assess whether they need to self-isolate for 10 days (self-isolation must start from the last time they had contact with the positive case).** Staff members who are **not** **vaccinated** should self-isolate for 10 days immediately. Those who are fully vaccinated will not need to self-isolate but must ensure 14 days has passed since the date of their 2nd vaccination dose.

**Anyone under the age of 18 who is identified as a close contact will not be required to self-isolate and can continue to attend the setting.** Staff and children aged 5 or older should also be asked to take a PCR test if they are a close contact to a positive case. Children under the age of 5 should only be advised to take a PCR test if the person testing positive is someone from their own household.

**Please notify Enfield Public Health via email** **and Ofsted via the weblink** that there has been a positive case within the setting <https://www.report-childcare-incident.service.gov.uk/serious-incident/childcare/update-incident/>.

## Appendix 2: Template letter to notify school community of a positive case

Notification: Positive case of coronavirus COVID-19 within the school

Date:

Dear Parents and Carers,

**Case of COVID-19**

We have been advised that a person in our school has tested positive for coronavirus (COVID-19).

If your child has been identified as a close contact to the positive case, you will be contacted directly by NHS Test and Trace who will ask that your child book in for a PCR test. Taking a PCR test is the only way of knowing if the virus is spreading within the school.

As per Government guidelines, we will no longer be sending the class or bubble home to self-isolate, and your child can continue to attend school (including while awaiting the result of their PCR test) as long as they are feeling well and not showing any symptoms of coronavirus. Although you/your child do not need to isolate, if they are identified as a close contact of a positive case, it would be advisable to avoid contact with anyone who is clinically vulnerable to COVID-19 while they await their test result.

**What do you need to do?**

The school remains open and if your child is well, they can continue to attend as normal. We will continue to monitor and review the situation with Haringey Public Health.

**Do be alert for the symptoms of coronavirus and keep your child at home and arrange for a PCR test immediately if they display any of the following symptoms (however mild):**

* **A high temperature**
* **A new continuous cough**
* **A loss of, or change in, normal sense of taste or smell.**

**PCR tests can be arranged by following this link:** [**https://www.gov.uk/get-coronavirus-test**](https://www.gov.uk/get-coronavirus-test) **and is available from sites at Alexandra Palace, Haringey Irish Centre Car Park and Stamford Hill Primary School (appointment only).**

For further information visit [www.nhs.uk/conditions/coronavirus-covid-19/symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms)

Please be reassured that for most people, especially children, coronavirus will be a mild illness.

**We thank you for your support as we continue to stride towards keeping our school and wider community safe.**

Yours sincerely,

Headteacher

For more information:

[www.gov.uk/coronavirus/education-and-childcare](https://www.gov.uk/coronavirus/education-and-childcare)

[www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) or by phone 111

**Appendix 3:** **Template letter to students identified as close contact to a positive case**

Notification: Close contact to a positive case of coronavirus COVID-19

Date:

Dear Parents and Carers,

**Case of COVID-19**

We have been informed that a person within our school has tested positive for coronavirus (COVID-19) and your child has been identified by the school as a close contact to the person testing positive.

**What should you do now?**

* Your child can continue to attend school if they are feeling well and showing no symptoms of COVID-19.
* Your child should book in for a PCR test which can be arranged by following this link: <https://www.gov.uk/get-coronavirus-test>. Tests are available from sites at Alexandra Palace, Haringey Irish Centre Car Park and Stamford Hill Primary School (appointment only).
* If your child attends secondary school, they should continue to use lateral flow device tests (rapid test) routinely either at home or at school.

Although your child does not need to self-isolate, it would be advisable to avoid contact with anyone who is clinically vulnerable to COVID-19 while they await their PCR test result.

Because it can take up to 10 days before symptoms appear after having had contact with a positive case, we kindly ask you do not send your child to school if they start to feel unwell during this time. If your child starts to feel unwell within the next 10 days, they should arrange for a PCR test immediately – regardless of having previously tested negative a few days before.

**We thank you for your support as we continue to stride towards keeping our school and wider community safe.**

Yours sincerely,

Headteacher

For more information:

[www.gov.uk/coronavirus/education-and-childcare](https://www.gov.uk/coronavirus/education-and-childcare)

[www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) or by phone 111