



COVID-19: Outbreak Management Plan

September 2021

November 2021

January 2022

Approved by:	Governing Body	Date: October 2021
Last reviewed on:	September 2021	
Reviewed and Updated:	November 2021 January 2022	
Next review due by:	Dependent on changes in Government guidelines	



1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance from step 4](#), 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), director 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
- 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)

2. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

3. Other measures

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

4. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

4.1 Eligibility to remain in school in case of Full National Lockdown

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Reception, Year 1 and Year 2 pupils

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

4.1a In case of overwhelming staff absence please refer to Level 5 measures



4.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our Remote Learning Policy – a copy is on the website.

If the LA supports the school will continue to provide supermarket vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. We will decide how to distribute these at the time.

4.3 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

See appendix (i) Covid Outbreak Contingency Plan for further information.






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Covid Outbreak Contingency Plan September 2021



Appendix (i)

Updates: November 2021: January 2022


<p>When should my child self-isolate or miss school?</p> 	 NO	<ul style="list-style-type: none"> All children MUST attend school unless they are ill. From 16th August 2021, children under 18 (or double-vaccinated adults) do not need to self-isolate or miss school if a member of their household or a contact, has Covid. Instead, they will need to take a LFT test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. If a positive case is recorded, then pupils should isolate and book a PCR test. Pupils under 5 do not need to undertake 7 days testing.
	 YES	<ul style="list-style-type: none"> If your child develops Covid symptoms at home, they should stay at home and should book a PCR test), NOT a Lateral Flow test. If your child develops Covid symptoms at school, they will be sent home and you should book them a PCR test. If your child tests positive for Covid, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated – but follow government guidance.

Face Coverings – face coverings should be worn by all staff and adult visitors when moving around the premises, outside classrooms, such as in corridors and communal areas. This is a temporary measure.

Lateral Flow Tests – all visitors should take a LFT before attending. Staff are encouraged to take LFT twice a week – Sunday and Wednesday evenings. It is strongly recommended that staff are fully vaccinated and boosted.

Community Covid Risk	Description	Actions
 Low Community Transmission. No School Cases.	<p>Level 1</p> <ul style="list-style-type: none"> There have been no cases of Covid within school for 10 school days. Cases of Covid locally are low and/ or stable. Hospitalisation/ Deaths due to Covid nationally are low. 	<p>No Covid measures are necessary beyond:</p> <ul style="list-style-type: none"> Reminding children of good hand-hygiene. Ensuring good ventilation encouraged where practical. Ensuring Children / Staff to stay at home if they have Covid Symptoms (and to book a PCR test). Staff will continue to test themselves using Lateral Flow tests.
 Rapidly Rising Community Transmission	<p>Level 2</p> <ul style="list-style-type: none"> No current Covid cases have been recorded at school, but... Cases of Covid are rising rapidly in the community causing disruption to other local schools. Lincolnshire Public Health / Public Health England issue warnings of expected local/ national infection wave 	<ul style="list-style-type: none"> Ventilation of classrooms increased and hand-washing supervised. Large indoor events audience numbers reduced. Staff room capacity is reduced. Whole-school Collective Worship replaced with Key Stage Collective Worship or virtual Collective Worship. Clinically Vulnerable staff meet with Line-Managers to discuss any clinical advice from their health professional on whether additional precautions are needed for them, update their individual risk assessment.



Number of Cases:	Description:	Actions:
 <p>A single child tests Positive</p>	<p>Level 3</p> <ul style="list-style-type: none"> • A single child tests positive for Covid in a class. • There are fewer than 5 cases in the year group. • No other year groups are affected. 	<ul style="list-style-type: none"> • The child self-isolates in accordance with government guidance (10 days or 7 days depending on testing). Remote learning will be provided if they are well enough to complete it. • The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts. • Likely contacts will be contacted by NHS Track & Trace and advised to book at PCR Test. The school will contact parents to advise this if close contacts are known. • If the positive case is admitted to hospital HT to seek public health advice (08000468687 Option 1) • Ventilation increased in school during breaks to change air in classes and keep comfortable for learning – not too cold. • Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid Symptoms.
	<p>Level 3a</p> <ul style="list-style-type: none"> • There are cases in more than 1 class across the school OR • National concerns regarding COVID levels • Member of teaching staff tests positive 	<p>HT will discuss with teachers/staff relocating staff to cover classes and any upcoming events/visits which will be evaluated as to whether it is appropriate to continue.</p>



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5 children or staff within a year group test positive within 10 days of each other.

OR

3 children or staff in a single Class / Club within 10 days.

Level 4

- There have been 5 cases of Covid across a year group within 10 days which could mean that Covid is spreading within that group of children.

- **As above for each positive case.**
- **Outbreak template completed and sent to Public Health**
- **HT to discuss outbreak with Lincolnshire Public Health and Chair of Governors.**

The school will discuss the outbreak with Lincolnshire Public Health and agree strengthening protective measures for 10 school days, including:

- Re-introducing staff social distancing for corridors & communal areas.
- Adapting, limiting or postponing indoor events, trips, open days and performances.
- Reverting to virtual Collective Worship.
- Reducing the amount of classes staff work across.
- Twice-weekly Staff Lateral flow testing.
- **7 day LFT for staff contacts**
- **Any additional measures suggested by Public Health All staff to be informed via email and Whatsapp.**
- **HT to inform governors via clerk to governors**
- **Letter to parents informing at level 4 and the actions being taken**



Covid cases continue to increase rapidly within a 10 day period.

OR significant staff absences

Level 5

- Despite the measures indicated above, Covid cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the school.
- **Staffing is reduced and it is not possible to safely educate all children on site.**

- **Outbreak template completed and sent to Public Health**
- **HT to discuss outbreak with Lincolnshire Public Health and Chair of Governors.**

Incident Management Team meeting held between the school and Lincolnshire Public Health to agree further measures, for a further 10 school days, including:

- Re-introducing class bubbles.
- Reverting to class-based school lunches.
- Limiting all non-essential visitors to school.
- Postponing all non-essential events.
- **Re-introducing remote learning for individual classes for 7 -10 school days considered.**
- **Individual risk assessments to be carried out for vulnerable children within a class or classes which have to move to remote learning – advice will be sought.**
- **Key worker parents would also be expected to make arrangements for their children if their class closed for 10 days – individual cases can be discussed if required.**
- **If the class teacher is not well enough to provide remote learning, staff within the same Key Stage will upload some work to be done at**



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home, but it may not be the curriculum the children would normally receive if it were their own teacher, nor will the level of feedback be the same as it is vital that staff focus on their own classes firstly and the workload of staff must be a consideration.

- *We will not merge classes due to staff shortage as this is against all prior guidance and will not allow for effective teaching and learning – in some cases this change of routine, safe space and trusted adult/s will have a negative impact on the mental health of our pupils.*
- Office email and What's APP official group notification to all staff.
- HT to inform governors via clerk to governors
- Letter to parents informing at level 5 and the actions being taken

The school will inform parents of any changes to Covid measures should these be needed.

If due to excessive numbers of staff having to be absent due to any COVID-19 related issues or other necessary absence and it is deemed to be unsafe to run a class or the school then that class or the school will have to close until the situation changes. This has been ratified by the governors and the chair will be kept informed. Home learning will be provided via Seesaw for Years 1-6 and via Tapestry for Reception.

Additional information Government Guidance for January 2022

10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFT tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFT testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative Result and return to your education setting from day 8.

Health and social care workers, including those working in education settings, should follow guidance for their sector on taking LFT tests on day 8, 9 and 10 as below:

If a staff member receives a positive SARS-CoV-2 PCR test result, they must complete a period of self-isolation. The isolation period includes the day the symptoms started (or the day their PCR test was taken if they do not have symptoms), and the next 10 full days.

Staff may be able to end their self-isolation period before the end of the 10 full days.

They can take an LFT test from the sixth day of their isolation period, and another LFT test on the following day. The second LFT test should be taken at least 24 hours later. If both LFT tests results are negative, they may end their self-isolation after the second negative LFT test result. They should not take an LFT test before the sixth day of their isolation period and should only end their self-isolation following 2 consecutive negative LFT tests which should be taken at least 24 hours apart.



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Staff may then return to work if they meet the following criteria:

- the staff member should not have any COVID-19 symptoms
- the staff member should continue to undertake daily LFT tests for the remaining days of isolation period. For example, if the first LFT test was taken on the sixth day, and the second LFT test was taken on the seventh day, they should continue to take LFT tests on day 8, 9 and 10. If the first LFT test was taken on the seventh day and the second LFT test was taken on the eighth day, they should continue to take LFT tests on day 9 and 10
- if any of these LFT test results are positive the staff member should isolate and should wait 24 hours before taking the next LFT test
- on days the staff member is working, the LFT test should be taken prior to beginning their shift, as close as possible to the start time
- the staff member must continue to comply with all relevant infection control precautions and PPE must be worn properly throughout the day
- if the staff member works with patients or residents who are especially vulnerable to COVID-19 (as determined by the organisation), a risk assessment should be undertaken, and consideration given to redeployment for the remainder of the 10 day isolation period
- The likelihood of a positive LFT test in the absence of symptoms after 10 days is very low. If the staff member's LFT test result is positive on the 10th day, they should continue to take daily LFT tests, and should not return to work until a single negative LFT test result is received.

