

COVID-19: outbreak management plan

Beck Primary School

Approved by: [Name] Date: [Date]

Last reviewed on: [Date]

Next review due by: [Date]

1. Introduction

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

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from the local public health team who will escalate to Director of Public Health where necessary or health protection team.

Jenny Coats will be responsible for seeking this advice and will do so by telephoning the DfE helpline (0800 046 8687) or contacting the LA Public Health Team via the COVID – 19 STORM phone line on 0114 2735334 (available Monday-Friday 8 a.m. – 4.45 p.m.) or PublicHealthC&YP@sheffield.gov.uk (monitored 5 days a week).

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or contact the Sheffield LA public health team. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

Where it is judged that sustained transmission is occurring, or there are other risks such as a variant of concern (VOC) or increased severity of illness, the LA/ HPT may decide to convene an outbreak control meeting (OCT). **Jenny Coats** will be responsible for communicating with the LA public health team and ensuring all actions prior to and following the OCT are completed

These include;

- The case spreadsheet is complete and up to date and forwarded to PublichealthC&YP@sheffield.gov.uk prior to the meeting
- Implementing any further control measures following the OCT break.

3. 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.

4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via letters, text message and information on our website once a decision has been made.

If recommended, we will limit:

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

If recommended, we will (re)introduce:

- Testing, including the use of an asymptomatic test site (ATS)
- Bubbles, to reduce mixing between groups
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)
- Other proportionate measures as necessary, seeking to maintain face to face education if it is safe to do so. For example, reducing crowding through temporarily suspending assemblies or other events that bring larger groups together.

5. Attendance restrictions

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

5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

5.2 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.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

Parents can arrange to collect these from school.

5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the school holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

5.4 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.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

5.5 Transport

5.6 Education Workforce

It is advised that you have an up to date Business Continuity Plan in place to manage any issues arising as a result of Covid e.g. loss of staff, impact on teaching and learning, cleaning and catering arrangements.