



## Outbreak Management Plan for Covid-19

What needs doing	Detail	Who does this	Tick when complete
1. Informed of confirmed case by parent	Find out wellbeing of pupil When did the student first have symptoms? What advice have they been given by PHE?	KP and other office staff	
2. Keep student name confidential as much as possible amongst general school community.	Only inform class teacher and TAs for Lateral flow testing purposes	KP and other office staff	
3. Establish all contact with class containing positive case and identify Teaching/Support Staff	Clarify which class pupil is in. Identify which teaching and support staff may have had close contact with the pupil.	KP and other office staff	
4. Check for siblings of student affected	Check sims family links. Siblings will be identified as close contacts by Test and Trace and will need to do daily lateral flow tests but can continue to come to school all the while they do not have any symptoms.	KP and other office staff	
5. Inform staff that may have been in close contact in person or by email	Staff advised to do daily lateral flow tests for 7 days but can continue to come to work, all the while they don't have any symptoms.	KP and other office staff	
6. <b>Keep accurate records of cases in year groups, to inform outbreak management plans.</b>	Complete own school Covid grid	SSv	
7. Risk assess their own setting in line with the contingency framework flowchart	Refer to Outbreak Management Plan traffic light level system below	SSv	
8. Notify SCCPH if anyone within your setting is hospitalised with Covid-19  If a setting has implemented all available measures, but still require Public Health to undertake a risk assessment/ support, an 'Escalation Form' can be submitted to SCCPH	<a href="mailto:sccphincidentroom@somerset.gov.uk">(sccphincidentroom@somerset.gov.uk)</a>  <a href="#">Click here to view the Escalation Form.</a>	SSv	
9. If we are experiencing staffing pressures or operational issues, then SCCPH asks that we use	<a href="#">Staffing pressures – CROCS flowchart and data collection</a>   <a href="#">Support Services for Education</a> .	SSv	

<p>the CROCS process to inform our school improvement link worker via the online notification form.</p> <p>The school improvement team will provide further advice to the setting and inform the RSC of any decisions made to move to remote learning.</p>			
10. SCCPH are available for specific enquiries around how to implement control measures.	on <a href="mailto:SCCPHincidentroom@somerset.gov.uk">SCCPHincidentroom@somerset.gov.uk</a>	SSv	
<i>Contact DfE helpline for further advice</i>	<i>DfE PHE helpline 0800 046 8687. Helpline open Monday - Friday 8 am - 6 pm. And Saturday and Sunday 10 am - 4 pm</i>	SSv	
<i>Contact South West Health Protection Team for further advice</i>	<i>PHE 0300 303 8162</i>	SSv	
<i>Contact SCC Public Health department for LA advice</i>	<i>0300 790 6275</i>	SSv	
<p><b>Green – Baseline</b></p> <p><b>If 0-4 cases of Covid 19 who have mixed closely, test positive for Covid-19 within a 10-day period</b></p>	<p>Use Outbreak Management Plan.</p> <p>If we need advice or support, contact the DfE advice line on 0800 046 8687.</p> <p>For complex situations, contact the local authority.</p> <p><b>GREEN CONTROL MEASURES</b></p> <ul style="list-style-type: none"> <li>Follow and promote public health guidance on testing, self-isolation and managing confirmed cases of Covid-19</li> <li>Setting based contact tracing of staff cases (See single case flowchart)</li> <li>Good hygiene measures</li> <li>Maintain appropriate cleaning regimens</li> <li>Keep occupied spaces well ventilated</li> <li>Appropriate use of PPE</li> <li>Deliver strong messages about signs and symptoms of Covid-19</li> <li>Maintain staff asymptomatic testing rates</li> </ul> <p><b>Comms: Manage within school outbreak management plan</b></p>		
<p><b>Blue – Additional</b></p> <p><b>5 cases/10% of pupils who have mixed closely, test positive for Covid -19 within a 10-day period</b></p>	<p>Review risk assessment and implement the level of controls deemed appropriate.</p> <p>If we need support, contact SCCPH</p> <p><b>BLUE CONTROL MEASURES</b></p> <p>Refer to Outbreak Management Plan and in collaboration with public health, use additional measures:</p> <ul style="list-style-type: none"> <li>Enhanced cleaning where more cases are identified</li> <li>Strengthen communications and reinforce advice on symptoms and case isolation <ul style="list-style-type: none"> <li><b>If 5 cases are identified in any one class:</b></li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>Identified class/es not to attend whole school collective worship or presentations/workshops in the hall</li> <li>Identified classes to eat lunch in classrooms</li> <li>Identified classes to play in separate areas of the field/playground at normal break time</li> <li>Staff from identified classes to attend staff meetings virtually</li> <li>Review and enforcement of hygiene measures</li> </ul> <p><b>Comms: School issues warn and inform letters to identified group.</b></p>
<p><b>Amber –Enhanced</b></p> <p><b>More than 5 who have mixed closely, test positive for Covid -19 within a 10-day period</b></p> <p><b>Evidence of established transmission within the setting. There are multiple groups that meet additional threshold</b></p>	<p>Contact SCC PH Team to complete a risk assessment and consider the use of enhanced outbreak control measures:</p> <p><b><u>AMBER CONTROL MEASURES</u></b></p> <ul style="list-style-type: none"> <li>Increased frequency of LFD testing for staff where there is high prevalence</li> <li>Promoting social distancing to reduce crowding and intergroup mixing. This may include reducing the number of children gathering:</li> </ul> <p><b>If more than 5 cases are identified in any class:</b></p> <ul style="list-style-type: none"> <li>Identified class/es not to attend whole school collective worship or presentations/workshops in the hall</li> <li>move collective worship activities for all classes outdoors where possible.</li> </ul> <p><b><i>If this is not possible:</i></b></p> <ul style="list-style-type: none"> <li>Stagger collective worship sessions for all classes to limit the number of classes attending at one time</li> <li>Identified class/es to eat lunch in a separate room</li> <li>Identified class/es to have break at separate times to other classes to avoid contact with other children</li> <li>Identified class/es to use toilet at separate times and toilets to be cleaned afterwards.</li> </ul> <p>If advised by PH to do so:</p> <ul style="list-style-type: none"> <li>Identified class/es to arrange tables in front facing rows</li> </ul> <ul style="list-style-type: none"> <li>Reduce mixing of staff by holding meetings virtually</li> <li>Limitation of residential educational visits, open days, transition, and taster days. Live performances and parental attendance</li> <li>Daily LFD testing for close contacts for 7 days (aged 5+) <b>subject to PH risk assessment</b></li> <li>Recommend a one-off PCR test for setting contacts, <b>subject to PH risk assessment</b></li> <li>Reintroduction of face coverings in classrooms and communal areas, <b>subject to PH risk assessment</b></li> </ul> <p><b>Comms: School issues revised warn and inform letter to identified group.</b></p>
<p><b>Red – Exceptional</b></p> <p><b>Ongoing established transmission</b></p>	<p>Exceptional measures required to break within setting transmission.</p> <p><b>Joint risk assessment education and public health, via OCT</b></p>

### RED CONTROL MEASURES

- Attendance restrictions

Comms: via OCT minutes LA education SCC PH and PHE RSC.  
Letter to **whole school community**.

### **Additional Considerations**

Please note the following considerations, should attendance be restricted for any reason:

#### **Remote Learning:**

High-quality remote learning in schools, further education and higher education settings should be provided for all pupils and students if:

- They have tested positive for COVID-19 but are well enough to learn from home; or
- Attendance at their setting has been temporarily restricted

#### **Safeguarding measures:**

- Review child protection policy to make sure it reflects any local restrictions and remains effective.
- Aim to have a trained DSL or deputy DSL on site wherever possible.

#### **Adapt as necessary according to the arrangements you have in place**

- If the DSL (or deputy) can't be on site, they can be contacted remotely.

1. Pupils with symptoms in school	Children to wait in the medical room Staff to wear full PPE while they wait with pupil Room to be cleaned	TAs	
2. Inform Governors/Directors	Keep Governors/ Directors updated	SSv	
3. Check visitor/Volunteer list	Check if any visitors/volunteers have been in contact with student and make contact where necessary	KP	
4. Online learning	Ensure system for online and virtual learning is in place and communicated	All teachers	
5. Pastoral Care for students testing positive	Class teacher to make contact	All teachers	
6. Attendance following confirmed case	Pay particular attention to student attendance on a daily basis, and investigate any trends or higher than normal absence reporting any concerns to PHE	SSv and KP	
7. In the event that the teacher becomes unwell and is unable to set work	Allocate a team member to set the online work for class	SSv	