

# COVID-19: outbreak management plan

Tregony Community Primary School



Approved by:

Date:

Last reviewed on:

August 2021

Next review due by:

November 2021

## 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 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

## 4.2 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 Education Plan which can be found on our school website. In the Covid-19 area. [file:///C:/Users/KDouglass/Downloads/Tregony\\_Remote\\_Learning\\_Plan%20\(1\).pdf](file:///C:/Users/KDouglass/Downloads/Tregony_Remote_Learning_Plan%20(1).pdf)

The school will continue to provide lunch parcels, if required, for benefits-related free school meals while pupils are not attending school because of COVID-19 isolation guidelines. These will need to be picked up from the school.

## 4.3 Wraparound care

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

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

## 4.4 Safeguarding

We will regularly review our child protection policy to make sure it reflects the local restrictions and remains effective. Our Covid-19 safeguarding addendum can be found on our school website.

[file:///C:/Users/KDouglass/Downloads/Safeguarding\\_and\\_Child\\_Protection\\_ADDENDUM\\_UPDATE\\_App%20\(1\).pdf](file:///C:/Users/KDouglass/Downloads/Safeguarding_and_Child_Protection_ADDENDUM_UPDATE_App%20(1).pdf)

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

If our DSL (or deputy) can't be on site, they can be contacted remotely by email

[head@tregony.cornwall.sch.uk](mailto:head@tregony.cornwall.sch.uk)

[ckent@tregony.cornwall.sch.uk](mailto:ckent@tregony.cornwall.sch.uk)

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

Baseline Measures in place at all times	In place and date stood up
Follow and promote public health guidance on testing, self-isolation and managing confirmed cases of COVID-19	Yes
Setting based contact tracing of staff cases with staff contacts reported to isolation hub (020 3743 6715)	Yes/no Date:
<a href="#">Maintain appropriate cleaning regimes</a>	Yes
<a href="#">Keep occupied spaces well ventilated</a>	Yes:
<a href="#">Appropriate use of PPE</a>	Yes/no Date:
Deliver <b>strong messaging</b> about signs and symptoms of Covid-19, isolation advice and testing to support prompt isolation of suspected cases	Yes
Encourage <b>vaccination</b> uptake for eligible students and staff	Yes
Promotion of PCR testing for close contacts identified by NHS Test and Trace	Yes

<b>Additional Outbreak Control Measures</b> <i>These should be considered when a threshold is met.</i>
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Additional Measures for Consideration where Thresholds Apply	When to consider	In place and date stood up
Provide warn and inform information to identified group (e.g. class, year group, common activities group).	As standard	Yes
Strengthened communications to encourage pupils to undertake twice weekly LFD testing; and reinforcing advice on symptoms and case isolation	As standard and when asymptomatic testing uptake is not optimal	Yes
Consider moving activities outdoors, including exercise, assemblies and classes	As standard when feasible (e.g. weather) with priority given to activities where large groups gather, there is contact between those who would not usually mix or where singing, shouting or exercise may be taking place	Yes
Further improvement of ventilation indoors (where this would not significantly impact thermal comfort)	As standard, with particular focus on improving ventilation during activities where singing, shouting or exercise may be taking place	Yes:
One-off enhanced cleaning focusing on touch points and any shared equipment	As standard	Yes
Review and reinforcement of hygiene measures	As standard, with particular support for those where maintaining hygiene standards may be difficult (for example younger cohorts)	Yes
Promote vaccination uptake for eligible students and staff	As standard	Yes

## Enhanced Outbreak Control Measures

**Some, or all of these measures may be recommended following a risk assessment with local authority public health or the SWHPT. These are likely to be considered when:**

- **There is evidence of transmission within the setting, and additional measures will add value in reducing the risk of ongoing transmission; and/or**
- **There are multiple groups within the setting who meet the threshold for considering additional action (as this may indicate increased risk of transmission within the setting)**

Measures	Action	Additional planning
Increased frequency of LFD testing	If evidence of significant spread within the setting. This may include increasing the frequency of home testing to daily for a well-defined cohort.	<ul style="list-style-type: none"> <li>• Identify the daily testing cohort</li> <li>• Advise on local processes for accessing test kits if necessary</li> </ul>
Promoting social distancing and reducing crowding.	<p>When evidence, or high risk of transmission between groups or where there is evidence of significant transmission within the setting. This may include reducing the number of children gathering together (for example in assemblies) and minimising pinch points in the school day</p> <p>Limit:</p> <ul style="list-style-type: none"> <li>• whole setting activities</li> </ul> <p>Reintroduce:</p> <ul style="list-style-type: none"> <li>• staggered start/ finish times at secondary and college</li> <li>• staggered parent drop off/pick up times at primary and early years</li> </ul>	<p>Use previous Risk Assessment regarding implementation of any of these measure to adjust school organisation.</p> <p>Plus:</p> <ul style="list-style-type: none"> <li>• Clear comms: to parent / carers e.g.</li> </ul> <p>In implementing these structural changes state how will you ensure:</p> <ul style="list-style-type: none"> <li>• Equal access to teaching and learning for all</li> <li>• EHCP requirements will be met</li> <li>• Provision for CiN, CYP on CP Plan, and LAC will be met</li> <li>• Sufficient staffing capacity ensures effective curriculum delivery</li> </ul>
Introduce methods to reduce intergroup mixing (for example separate break times, staggered entry etc.)	<p>Evidence, or high risk of inter-group spread <b>within</b> the setting (e.g. not via siblings or out of school activities). This measure is most likely to be effective when there is substantial mixing between classes and most likely to be proportionate when implementing does not disrupt lesson planning.</p> <p>Create:</p> <ul style="list-style-type: none"> <li>• smaller groups / bubbles</li> </ul> <p>Limit:</p> <ul style="list-style-type: none"> <li>• staff crossing between groups</li> </ul>	
Reducing mixing of staff e.g. by holding meetings remotely	<p>Where there is evidence, or high risk of transmission between staff and/or low vaccination rates amongst staff.</p> <p>Limit / review necessity for:</p> <ul style="list-style-type: none"> <li>• staff face to face meetings</li> <li>• onsite CPD</li> </ul> <p>Governor etc. monitoring visits</p>	
Temporary reinstating face coverings in communal areas and/or classrooms for pupils/students /	Where there is high community transmission and/or high risk of transmission within the setting AND a cohort who can reasonably apply this measure. If other ventilation measures are hard to apply this may be recommended as an addition.	

Limitation of residential education visits, open days, transition/taster days, parental attendance, live performances	<p>Where there is evidence of ongoing transmission within cohort where visits/etc planned.</p> <p>Limit / review necessity for:</p> <ul style="list-style-type: none"> <li>• residential trips</li> <li>• sporting events</li> <li>• open days, transition or taster days</li> <li>• parental attendance in settings and at performances</li> <li>• staff face to face meetings</li> <li>• onsite CPD</li> <li>• Governor etc. monitoring visits</li> </ul>	
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Exceptional Outbreak Control Measures -These measures may be recommended in exceptional circumstances following a joint risk assessment (education and public health) via an Outbreak Control Team (OCT) meeting		
Measures	Action	Additional planning
a. Partial closure	<p>Previously schools could contact trace and ask individuals who were close contacts to self-isolate and/or move classes to remote learning as necessary.</p> <p>Contact tracing <u>in an outbreak situation</u> is now termed as 'partial closure', as legally only over 18s who have not had both vaccine doses, or those with symptoms / those who have tested positive can be asked to isolate by NHS Test and Trace and those exempt do not need to isolate.</p>	<p>List what will be put in place should a large number of children and/or staff need to go home and be in receipt of high quality remote learning due to stepped up measures to break a chain of infection.</p> <ul style="list-style-type: none"> <li>• Provide location of your remote learning plan(s), e.g. remote learning policy).</li> <li>• Be clear on how you will continue to prioritise meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending because of COVID-19 isolation guidelines.</li> <li>• Insert details of how you'll distribute meals or lunch parcels to pupils (e.g. parents collect from setting).</li> <li>• Clear comms: to parent/carers and on your setting website of these arrangement</li> </ul> <p>NOTE: CYP/staff are not being asked to isolate.</p> <p>In implementing this partial closure state how will you ensure:</p> <ul style="list-style-type: none"> <li>• Equal access to teaching and learning for all</li> <li>• EHCP requirements will be met</li> <li>• Provision for CiN, CYP on CP Plan, and LAC will be met</li> </ul>
b. Full closure	<p>When transmission reaches the point that partial closures and/or staffing capacity can no longer maintain safe teaching and learning within the setting, the outbreak control process may recommend a move to remote learning for the whole school for a short period of time.</p>	

		<ul style="list-style-type: none"> <li>• Sufficient staffing capacity ensures effective curriculum delivery</li> </ul> <p>Also outline:</p> <ul style="list-style-type: none"> <li>• Travel plans to get children home, where appropriate</li> <li>• Provision of appropriate IT and technical support for remote learning</li> </ul>
c. Wraparound care	<p>Limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.</p> <p>If holiday clubs are cancelled following government advice, they should operate flexibly to ensure that eligible children still receive support that meets the aims of the programme.</p>	<ul style="list-style-type: none"> <li>• Setting / Holiday activity provider to communicate who will be eligible to attend once the restrictions are confirmed.</li> </ul>