COVID-19: outbreak management plan

Last reviewed on:	5th September 2021
Next review due by:	As Guidance changes

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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) and follows the guidance provided by Cornwall Council

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. Colour codes indicate thresholds for measures

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

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 a director of public health or health protection team. The Head will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) The Cornwall Council Outbreak control report template will also need to be completed and sent to phnotifications@cornwall.gov.uk

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.

Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email/letters sent home with pupils once a decision has been made.

Attendance restrictions

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

Eligibility to remain in school

If restrictions are recommended, we will stay open for:

Vulnerable pupils

Children of critical workers

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 will be contacted about arrangements for these vouchers or food parcels.

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.

If our DSL, Leisa Farrar (headteacher) or depty DSL, Emily Lewis (Assistant Headteacher) (or deputy) can't be on site, they can be contacted remotely by emailing lfarrer@rainbowacademy.org.uk or elewis@rainbowacademy.org.uk

If our DSL (or deputy) is unavailable. Please contact Sam Jones (CEP Rainbow Trust) by emailing sjones@rainbowacademy.org.uk

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

The following is a list of baseline control measures that *all settings could have in place at all times*

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 Date:06.09.21
Setting based contact tracing of staff cases with staff contacts reported to isolation hub (020 3743 6715)	Yes Date:04.09.21
Maintain appropriate cleaning regimes	Yes Date:06.09.21
Keep occupied spaces will ventilated	Yes Date:06.09.21
Appropriate use of PPE	Yes Date:06.09.21

Deliver **strong messaging** about signs and symptoms of Covid-19, isolation advice and testing to support prompt isolation of suspected cases	Yes Date:06.09.21
Encourage **vaccination** uptake for eligible students and staff	Yes Date:06.09.21
Promotion of PCR testing for close contacts identified by NHS Test and Trace	Yes Date:06.09.21

Additional Outbreak Control Measures *Settings should consider these actions when a threshold is met.*		
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/no Date:
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/no Date:
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/no Date:
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/no Date:
One-off enhanced cleaning focusing on touch points and any shared equipment	As standard	Yes/no Date:
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/no Date:
Promote vaccination uptake for eligible students and staff	As standard	Yes/no Date:

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 if advised by PH	• Identify the daily testing cohort • Advise on local processes for accessing test kits if necessary Plus: • Clear comms: to parent / carers and on your setting website
Promoting social distancing and reducing crowding.	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 Limit: • whole setting activities Reintroduce: • staggered start/ finish times at secondary and college • staggered parent drop off/pick up times at primary and early years	Use previous Risk Assessment regarding implementation of any of these measure to adjust school organisation. Plus: • Clear comms: to parent / carers and on your setting website e.g. In implementing these structural changes state how will you ensure: • Equal access to teaching and learning for all • EHCP requirements will be met • Provision for CiN, CYP on CP Plan, and LAC will be met • Sufficient staffing capacity ensures effective curriculum delivery
Introduce methods to reduce intergroup mixing (for example separate break times, staggered entry etc.)	Evidence, or high risk of inter-group spread **within** 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. Create: • smaller groups / bubbles Limit: • staff crossing between groups	
Reducing mixing of staff e.g. by holding meetings remotely	Where there is evidence, or high risk of transmission between staff and/or low vaccination rates amongst staff. Limit / review necessity for: • staff face to face meetings • onsite CPD	

	Governor etc. monitoring visits	
Temporary reinstating face coverings in communal areas and/or classrooms for pupils/students / staff ***(primary age children should not be advised to wear masks)***	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. Have clear comms: to parent/carers an on your setting website on the following: • Who and when the wearing of face coverings will apply and **for how long** • How face coverings are made available to those who may not have their own • A system for the wider community to understand and facilitate exemption rules	
Limitation of residential education visits, open days, transition/taster days, parental attendance, live performances	Where there is evidence of ongoing transmission within cohort where visits/etc planned. Limit / review necessity for: • residential trips • sporting events • open days, transition or taster days • parental attendance in settings and at performances • staff face to face meetings • onsite CPD • Governor etc. monitoring visits	

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**
Reinstating on-site LFD testing. (Assisted testing site)	Where asymptomatic uptake is sub optimal and there is evidence of significant asymptomatic spread within the setting. This measure may include daily testing for a defined group of students or staff.	Have clear comms: to parent / carers and on your setting website on the following: • When testing will take place • Where testing will take place

	• Reintroduce on-site asymptomatic testing • LA deploys a community testing van (PH decision)	• Who will receive on-site testing (which CYP) • How testing will be undertaken
Attendance restrictions (see below for types of restrictions)	**NOTE**: Any restrictions to the attendance of pupils (non-cases) may only be considered in extreme cases **'as a short-term measure and as a last resort'**. where other measures have been implemented and have not broken chains of transmission ** IMT required** In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables. Where measures include attendance restrictions, **DfE may advise on any other groups that should be prioritised.**	
a. Partial closure	Previously schools could contact trace and ask individuals who were close contacts to self-isolate and/or move classes to remote learning as necessary. 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.	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. • Provide location of your remote learning plan(s), e.g. remote learning policy). • 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. • Insert details of how you'll distribute meals or lunch parcels to pupils (e.g. parents collect from setting). • Clear comms: to parent/carers and on your setting website of these arrangement NOTE: CYP/staff are not being asked to isolate. In implementing this partial closure state how will you ensure: • Equal access to teaching and learning for all • EHCP requirements will be met • Provision for CiN, CYP on CP Plan, and LAC will be met • Sufficient staffing capacity ensures effective curriculum delivery
b. Full closure	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.	

		Also outline: • Travel plans to get children home, where appropriate • Provision of appropriate IT and technical support for remote learning
c. Wraparound care	Limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.	• Setting to communicate who will be eligible to attend once the restrictions are confirmed.