

# Covid-19 School Outbreak Management Plan

*Reviewed December 2021*

## 1.0 Introduction

The government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. Measures affecting education and childcare may be necessary in some circumstances, for example:

- To help manage a COVID-19 outbreak within a setting.
- As part of a package of measures responding to a Variant of Concern.
- The government announces local or national lockdown measures if there is an extremely high prevalence of COVID-19.

The impact of having missed education during the pandemic is still unknown for many children and adults. It is clear however that there is still work to be done to ensure all children are where they should be academically and that any gaps in their attainment and progress are being rapidly addressed.

This Covid-19 Outbreak Management Plan describes what **Millhouse Primary School** would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce control measures to help break chains of transmission.

## 2.0 Principles

Covid-19 resilience and planning is now more important than ever. This Outbreak Management Plan should be kept robust and up to date in light of the advice set out in the Government's [Contingency Framework for childcare and education settings](#).

Any control measures put in place will be regularly reviewed and changed as and when it is safe to do so. Schools will continue to respond to the evidence being provided at a local and national level and act accordingly in line with guidance.

### 2.1 Aims

- To ensure that **Millhouse Primary School** continues to provide high quality Education whilst providing a safe working and learning environment for staff and students

- To aid the prevention and mitigation of the spread of Covid-19 cases by through effective engagement with our community on Government, public health and school rules
- To support the health and wellbeing of students and staff who become infected, and their contacts, in line with current Government guidance.
- To prepare for any community or school outbreak in partnership with BMBC, NHS and PHE.
- To support staff and students beyond immediate outbreak control (health and wellbeing, equality, diversity, and inclusion).
- To identify strategic ownership and leadership of the School's Outbreak Management Plan and clear escalation protocols.

### 3.0 Guidance

**Millhouse Primary School** will continue to respond to the latest guidance and advice from:

- National Government
- Public Health England (PHE)
- Local Authority Public Health (Barnsley Council)
- Department for Education

3.1 Any member of the school community (children, pupils, staff and other adults) **should not attend the setting** if they:

- Have any of the main Covid-19 symptoms (i.e., a high temperature, a new, continuous cough and a loss or change to sense of smell or taste).
- Have tested positive for Covid-19.
- Have been contacted through NHS Test and Trace and been advised to stay at home, unless exempt from self-isolation-

From 14 December 2021 identified contacts of a positive case should self-isolate except:

- adults who are fully vaccinated
- all children and young people aged between 5 and 18 years and 6 months

These groups are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.

Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.

If any individual becomes symptomatic whilst in school they will be sent home immediately and asked to book a Covid-19 PCR test.

#### **4.0 School's Roles and Responsibilities**

4.1 Millhouse Primary School has responsibility for ensuring basic infection prevention and control measures are in place, as per the national guidance.

4.2 Millhouse Primary School has responsibility for implementing secure data management systems to keep a record of confirmed cases. Ensuring that managers recognise the sensitive personal nature of this information and that it is collected ethically and securely, with the appropriate governance, regulatory and security measures in place.

4.3 Millhouse Primary School has responsibility for updating school specific Covid-19 risk assessments in line with national guidance. Covid-19 risk assessments are updated in consultation with School Leaders and BMBC colleagues where necessary. Risk assessments should be in place for vulnerable individuals (clinically vulnerable, pregnant women and BAME).

4.4 Millhouse Primary School has a responsibility to ensure Lateral Flow Test (LFT) home testing kits are provided to staff for twice a week testing.

4.5 Millhouse Primary School has responsibility for the updating, implementation, and evaluation of this Plan.

## 5.0 When and how to seek Public Health advice

### 5.1 Single Confirmed Covid-19 Case

If there is a single positive case identified in an individual attending Millhouse Primary School the setting **does not need to notify any other agency**.

The school may seek support from the DfE helpline if necessary (accessible 7 days a week) 0800 046 8687 (option 1) or the [DfE Portal](#).

The following steps will be taken in line with the latest guidance:

- All contact tracing will be undertaken by NHS Test and Trace.
- Asymptomatic children under the age of 18 years old will not be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, they will be informed that they have been in close contact with a positive case and strongly advised to take daily LFD tests for 7 days. In some circumstances they will be advised to take a PCR test. We would ask all individuals identified as contacts to take daily LFD tests and take a PCR test if advised to do so.
- A remote learning plan will be implemented for those isolating.
- Asymptomatic staff members who are fully vaccinated will also not need to self-isolate following close contact with a positive case. They will however be asked to take daily Lateral Flow Tests for 7 days in line with current national guidance.
- Any individual who has symptoms or who has tested positive for Covid-19 must self-isolate in line with Government guidance.

**All settings should seek advice if a pupil or staff member is admitted to hospital with Covid-19.** They can do this by phoning the DfE helpline (0800 046 8687, option 1). 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.

### 5.2 Multiple Confirmed Covid-19 Cases

If there are multiple linked confirmed cases amongst individuals attending Millhouse Primary School within 14 days, the school **may** have an outbreak.

The school may seek support from the BMBC Children and Young People's Public Health team via [Covid19childrenandeducationreporting@barnsley.gov.uk](mailto:Covid19childrenandeducationreporting@barnsley.gov.uk) **when one of the following thresholds is reached:**

- For most education and childcare settings, whichever of these thresholds is reached first:
  - 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; OR
  - 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.
- For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:
  - 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.

The school will work in collaboration with BMBC Public Health to reach a decision around what measures **may** need to be put in place in line with this Plan (see section 6.0 below).

## **6.0 Measures that School has planned for**

The table below outlines: measures that may be reintroduced following a discussion with BMBC Public Health; actions to be taken to put the measure in place quickly; how Millhouse Primary School would ensure every pupil receives the quantity and quality of education and support to which they are normally entitled; and how changes would be communicated with children, parents, carers and staff.

The Government's [Covid-19 Contingency Framework for education and childcare settings](#) should be used to support development of the below table (from page 12).

Measure to be planned for	Action	How we would ensure every pupil receives the quantity and quality of education and support to which they are normally entitled	How we would communicate changes to children, parents, carers and staff
<p><b>Enhanced cleaning/ hygiene measures</b></p>	<p>Issue reminders to staff and pupils re handwashing/ hygiene measures. Continue with lunchtime clean – C and D. Staff use antibacterial wipes for high touch points am break.</p>	<p>N/A</p>	<p>Email Text messages Newsletters</p>
<p><b>Testing</b> – may be advised:</p> <ul style="list-style-type: none"> <li>• for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a ‘cluster’ will be no more than 3 or 4 settings linked in the same outbreak), or</li> <li>• for settings across areas that have been offered an enhanced response package, where settings and directors of public</li> </ul>	<p>Issue advice to parents/ staff re testing recommendations in line with Public Health advice.</p> <p>Mobile testing on site – if recommended by/ facilitated by Public Health.</p>	<p>School to operate as normal during any increased testing. Any pupils testing positive to isolate and be provided with remote learning in line with Remote Learning Policy.</p>	<p>Email Text messages</p>

<p>health decide it is appropriate</p>			
<p><b>Face coverings</b> – may be advised:</p> <ul style="list-style-type: none"> <li>for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a ‘cluster’ will be no more than 3 or 4 settings linked in the same outbreak), or</li> <li>for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate</li> </ul>	<p>Masks mandatory for parents/ carers dropping off and collecting pupils. (except where individual exemption)</p> <p>Masks mandatory in communal areas in school for staff and visitors.</p>	<p>N/A – quality education continued in this scenario. Masks not advised in classrooms at primary level. Consider use of clear face coverings if recommended temporarily for primary classrooms.</p>	<p>Email Text messages Newsletters</p>
<p><b>Shielding</b> – can only be reintroduced by national Government.</p>	<p>If shielding reintroduced, liaise with parents/ staff re pupils and staff impacted.</p> <p>Pupils – follow medical advice. Any pupils unable to attend to be issued with remote learning in line with policy.</p> <p>Staff – follow national guidance. Conduct individual risk assessments, in line with HR/Occupational Health where necessary.</p>	<p>See Remote Learning Policy</p>	<p>Email Text messages Individual phone calls with parents</p>

<b>Other measures – reduction of indoor mixing</b>	Assemblies revert to online. Separate sittings in dining hall for lunch.	Use of webcams to facilitate online assemblies.	Updates in newsletters Staff briefings
<b>Other measures - Class bubbles</b>	Reintroduction of class bubbles: Class 1 and 2 remain one bubble to facilitate phonics teaching. Class 3 / 4 and 5 separate bubbles. Staggered breaks. No indoor mixing. Cleaning of shared spaces between groups.	Class 1 and 2 remain one bubble to facilitate phonics teaching.	Staff briefings Updates in newsletters
<b>Other measures – Residential Educational Visits</b>	Ensure follow up to date guidance re residential visits. Reschedule/ cancel visit if necessary – booking allows for this.	Reschedule visit if possible. Ensure opportunities to develop skills focused on are provided in school based tasks.	Email Text messages
<b>Other measures – Educational Visits (Day visits)</b>	Ensure follow up to date guidance re educational visits. Reschedule/ cancel visit if necessary – booking allows for this.	Reschedule visit if possible. Ensure opportunities to develop skills focused on are provided in school based tasks.	Email Text messages
<b>Other measures – Open Days</b>	Consider rescheduling. Hold virtually if necessary via Teams/ Zoom. Use other marketing strategies e.g social media/ website.	N/A	Email Social media Website



<b>Other measures – Transition or taster days</b>	Hold virtually if necessary via Teams/ Zoom.	Ensure support needed is provided virtually. Liaise with parents to ensure sufficient support in place. Additional provision where needed on an individual basis.	Email Text messages
<b>Other measures – Parental Attendance in settings</b>	Consider whether parental attendance essential. Hold virtually via Teams/ Zoom e.g parents' evenings. Share information via alternative means e.g newsletters.	Ensure quality remote meetings/ literature so parents can provide necessary support to children with learning e.g reading/ phonics.	Email Text messages
<b>Other measures – Performances in Settings</b>	Hold virtually if necessary via Teams/ Zoom. Use of Private You Tube channel to share productions.	Virtual performances ensure pupils still provided with opportunities to perform and develop related skills.	Email Text messages
<b>Other measures – extra-curricular clubs</b>	Separate class groups within clubs. Restrict attendance to specific bubbles (on rotation) if necessary. Hold outdoors if possible.	Rotate opportunities so that all pupils have access.	Email Text messages Newsletters
<b>Attendance Restrictions -</b> Attendance restrictions should only ever be considered in extreme circumstances and as a last resort.	Follow national/ local public health advice. If need to restrict attendance ensure provision for vulnerable and high needs SEN pupils in place.	See remote learning policy. Ensure close monitoring of engagement. Make provision for IT use at home where required.	Email Text messages Newsletters

	<p>Provision for critical workers in place. Contact parents to determine current need. Staff to provide remote education in line with policy for those unable to attend setting. If vulnerable pupils not attendance ensure liaise closely with parents/pupils – maintain contact. Consider – in liaison with Public Health – whether can remain open to EYFS/KS1 pupils. Form rota for staff attendance as appropriate. Ensure DSL on site at all times. Provide lunch parcels for FSM pupils not attending school. (pupils in school – onsite catering)</p>		
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