



## **Codicote C of E Outbreak Management Plan**

### **Introduction**

DfE guidance states that schools should have an outbreak management (contingency) plan outlining how to operate if there were an outbreak in your school or local area. The definition of an outbreak is 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 (Jan 2022).

See [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)

Given the detrimental impact that restrictions on education can have on children and young people, any further control measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

This document identifies measures which may be re-introduced should there be an outbreak in school, in addition to the on-going controls already in place as part of the existing COVID risk assessment.

In the event of an outbreak or if there are concerns about the operational running of the setting or the impact on education and learning as a result of case numbers, a request for support will be requested by emailing [COVID.EYSEducation@hertfordshire.gov.uk](mailto:COVID.EYSEducation@hertfordshire.gov.uk)

## Supplementary Risk assessment - additional controls in the event of an Outbreak

### Additional control measures

There may be a need to introduce additional measures to mitigate the risk of transmission, based on the circumstances of the outbreak. *Any restrictions on attendance would only be considered in extreme circumstances and as a last resort.*

Additional Outbreak controls	Action by who?	Action by when?	Done
<p><b>Face Coverings</b></p> <p>Re-introduction of face coverings would apply for visitors and staff in corridors and communal areas, including staffrooms (where close contact cannot be avoided).</p>	Head		
<p><b>Enhanced cleaning</b></p> <p>School's cleaning schedule reviewed and enhanced during the duration of the outbreak.</p>	Site cleaning staff		
<p><b>Limit the use of some shared areas</b></p> <ul style="list-style-type: none"> <li>• Classes where there is an outbreak to use their own classroom for the majority of the day, and after using subject specific areas – such as the IT suite – sanitise the area where they are working. Where possible, meals are eaten in their classrooms. If the dining room needs to be used, the class needs to use it before or after other classes, and additional cleaning is required following use.</li> <li>• Designated toilets for year groups and/or toilets used at different times of the day.</li> </ul>	Teaching Staff MSAs		
<p>Resources that are shared between different groups/classes such as sports, art, and science equipment, should be cleaned frequently and between use by different classes / groups.</p>	Teaching Staff		
<p><b>Limiting activities</b></p> <p>Planned events / activities (e.g. open days, transition, or taster days) reviewed and specific risk assessments conducted to determine if these can proceed in line with an agreed system of additional controls ( limitation on numbers attending, wearing of face coverings, one way systems, enhanced cleaning regime etc.) or should be postponed. Consider a move to hybrid or remote delivery.</p> <p>Whole school assemblies reviewed during the outbreak and potentially switched to remote delivery. Children in outbreak class to attend remotely.</p> <p>All planned offsite visits to be reviewed and to include COVID-19 controls, residential visits in-particular may need to be</p>	Head		

Additional Outbreak controls	Action by who?	Action by when?	Done
postponed.			
<b>Sports fixtures with other schools</b> will be reviewed and potentially postponed.	Sports Coach		
<p><b>Reduction in interaction / close contact situations</b></p> <p>Re-introduction of space at the front of the class to enable staff to maintain distance from students.</p> <p>Layouts and capacities for shared spaces such as offices, meeting rooms, staff room etc. will be reviewed to limit numbers.</p> <p>Face to face meetings to be restricted to those which are essential, all such meetings held in larger spaces with good ventilation.</p> <p>Staff meetings re-scheduled or undertaken remotely to reduce contact between staff.</p>	Head		
<p><b>Visitors / parental attendance</b></p> <p>Access to school will be limited, parents/ carers and visitors to attend by appointment only. Wherever possible will take place via telephone or other virtual methods.</p> <p>Parent Teacher consultation meetings to be held online.</p> <p>Any additional controls required of visitors in response to an outbreak will be communicated to them.</p>	Head Office Manager		
<p><b>Hire / lettings</b></p> <p>In the event of an outbreak these will be reviewed and potentially postponed.</p> <p>Times of hire should ensure any unnecessary mixing with members of the school community is minimised and access is arranged to avoid such contact.</p> <p>Areas used by hirers to be subject to cleaning before / after use.</p> <p>School equipment should not be used by hirers.</p>	Head Office Manager		
<p><b>Re-introduction of bubbles</b> Class bubbles to be re-introduced for the classes where the outbreak is, until the numbers of cases reduce to below the outbreak threshold. Groups to remain clear and consistent and separated from other groups.</p> <p>Affected classes will:</p> <ul style="list-style-type: none"> <li>• Have a separate designated outside area for break and lunch times.</li> <li>• Eat in a separate area.</li> </ul>	Head		

Additional Outbreak controls	Action by who?	Action by when?	Done
<ul style="list-style-type: none"> <li>• Attend assemblies remotely.</li> <li>• Use areas such as the library at a separate time from other classes.</li> </ul> <p>All events such as school fairs, school trips etc risk assessed and cancelled as necessary.</p> <p>Indoor Clubs involving the mixing of year groups will be temporarily suspended.</p> <p>In line with the DfE guidance any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p> <p>Enhanced cleaning and/or quarantining of shared equipment.</p>			
<p><b>Testing</b></p> <p>Wider testing may be advised in the case of an outbreak, in that event then school will follow the national guidance, reintroducing specific roles to support testing and training for these as required. ( As detailed in <a href="#">RP05 v7 Schools and Colleges Training Guide.pdf - Google Drive</a> )</p> <p><b>Home testing</b> Continue to provide LFD testing kits to staff and encourage 2x week testing. Parents to be advised to test their children in line with Government guidance.</p>	Head Office Manager		

## **Restrictions on attendance**

Restrictions on attendance would only be considered in extreme circumstances and as a last resort.

Additional measures would be implemented based on advice from the Local Authority, Director of Public Health (DsPH), Public Health England or Central Government.

If advised to limit attendance due to COVID cases the school's remote learning plans will be reintroduced.

## **Self-isolation**

NHS test and Trace will not advise adults who have been double vaccinated or children under 18 identified as close contacts to self-isolate from the 16<sup>th</sup> August 2021. However the LA may identify close contacts and advise they do not attend the setting in an outbreak situation.

## **Prioritising certain year groups**

DfE has stated in their contingency framework that Early years and primary settings should be prioritised to continue to operate as normal. The DfE may advise that other groups should be prioritised.

## **Early Years**

If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.

## **Primary Schools**

If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.

## **Limits on Attendance**

If attendance needs to be restricted further then 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.

If attendance restrictions are required across an area the Government will publish detailed operational guidance for schools.

Should restrictions on site be needed the school will determine the workforce required on site and if it is appropriate for some staff to work remotely.

## **School meals**

The school will continue to provide meal options for all pupils in school.

Free school meals support in the form of meals or lunch parcels for those eligible for free school meals and not attending school.