



## Codicote C of E Primary School

### OUTBREAK MANAGEMENT PLAN

This outbreak management plan is written based on the guidance provided by the government in the latest version of the [contingency framework](#) and will be reviewed as this guidance is updated.

#### Principles

- Our overarching objective is to maximise the number of children in face-to face education and minimise any disruption, in a way that best manages the COVID-19 risk.
- The impacts of having missed face-to-face education during the pandemic are severe for children. In all cases, any benefits in managing transmission will be weighed against any educational drawbacks.
- We will endeavour to keep any measures in education to the minimum number of settings or groups possible, and for the shortest amount of time possible.
- We will keep all measures under regular review and lift them as soon as the evidence supports doing so.
- Attendance restrictions will only ever be considered as a last resort.

#### Stage 1 – Ongoing risk assessment & control measures

Our COVID risk assessment describes the ongoing control measures we have in place to reduce risks related to COVID.

This risk assessment has been reviewed in the light of the latest move to Step 4 in the government roadmap to lifting restrictions related to the pandemic. A phased recovery plan is in place.

We will continue to review based on ongoing advice from the Local Health Protection (LPH) team and Department for Education (DfE).

#### Stage 2 – Identification of outbreak

We have considered the need to take extra action if the number of positive cases substantially increases – this could indicate that an outbreak is happening.

An outbreak is likely to be identified whenever one 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

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

- a class group
- a friendship group who often play together
- staff and children taking part in the same activity session together
- a sports team
- a group in an after-school activity

#### Stage 3

The template below is a guide on what measures may need to be introduced in the case of an outbreak.

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

### Additional control measures

In the event of an outbreak the school's COVID-19 risk assessment will be reviewed and updated. There may be a need to introduce additional measures to mitigate the risk of transmission, examples of these are detailed below and would be introduced as appropriate 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> 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 inform staff & parents via email	In the event of an outbreak	
<p><b>Enhanced cleaning</b> School's cleaning schedule reviewed and enhanced during the duration of the outbreak. In-particular for rooms used by multiple groups / classes. The cleaning schedule remains the same as it is detailed.</p>	No further action needed		
<p><b>Limit the use of some shared areas</b> for example</p> <ul style="list-style-type: none"> <li>• Designated toilets for year groups.</li> <li>• Dining room – One year group seated together at a time, or lunch eaten in classrooms.</li> </ul>	Staff to be informed via text.	If outbreak	
Resources that are shared between different groups/classes such as sports, art, and science equipment, cleaned frequently and between use by different classes / groups. Already in place	No further action needed		
<p><b>Limiting activities</b> 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. Multiple year / whole school assemblies postponed during the outbreak and switched to remote delivery. All planned offsite visits reviewed and are to include COVID-19 controls, residential visits in-particular may need to be postponed. <b>Sports fixtures with other schools</b> will be reviewed and potentially postponed.</p>	Head/ SENCO to consider.  Email Parents as needed	Event of an outbreak	
<p><b>Reduction in interaction / close contact situations</b> Re-introduction of space at the front of the class to enable staff to maintain distance from children – key vulnerable adults only. Rest – in tables as needed. Layouts and capacities for shared spaces such as offices, meeting rooms, staff room etc. will be reviewed to limit numbers –</p>	Offices limited	Event of an	

Additional Outbreak controls	Action by who?	Action by when?	Done
<p>especially reprographics room. Face to face meetings to be restricted to those which are essential, all such meetings held in larger spaces with good ventilation. Large meetings / all staff briefings will be re-scheduled or undertaken remotely to reduce contact between staff.</p>	Use of Teams/Zoom/Google classroom as needed	outbreak	
<p><b>Visitors / parental attendance</b> 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. Any additional controls required of visitors in response to an outbreak will be communicated to them.</p>	Head to email Parents	Event of an outbreak	
<p><b>Hire / lettings</b> In the event of an outbreak these will be reviewed and potentially postponed. Times of hire should ensure any unnecessary mixing with members of the school community is minimised and access is arranged to avoid such contact. Areas used by hirers to be subject to cleaning before / after use – in place already. School equipment must not be used by hirers.</p>	Head and Office Manager to liaise with hirers.	Event of outbreak Event of an outbreak	
<p><b>Re-introduction of bubbles</b> Groups to remain clear and consistent and separated from other groups. Limiting interaction between groups by: Staggering breaks and lunch; Minimise rooms / spaces being shared across groups; Cleaning shared spaces between use by different groups e.g. canteen, school library etc. No groups are coming together for assemblies, events / school fairs, school trips etc. The reintroduction of bubbles for a temporary period, may be required to reduce mixing between groups. 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. Should a move to bubbles be made then enhanced cleaning and/or quarantining of shared equipment would be required alongside the introduction of bubbles.</p>	Head to inform staff	Event of an outbreak	
<p><b>Testing</b> 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> ) <b>Home testing</b> Continue to provide LFD testing kits to staff - encourage 2x week testing. This will continue.</p>	No further action required		

### **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 will also be provided.