

Covid-19: Outbreak Management Plan

Queensway Primary School



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)

Current DfE guidance states that a localised school outbreak is: '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'

2. Seeking Public Health advice

When one of the thresholds above is met, we will review our testing, hygiene, ventilation, and other control measures already in place.

We will also seek public health advice by telephoning the DfE helpline (0800 046 8687, option 1) or by contacting our local authority support team.

3. Asymptomatic Testing

Additional testing by staff may be recommended to pick up any asymptomatic testing in the school community. If recommended, we will increase the use of home testing by staff (daily if needed) and we will continue to support all staff by providing home testing kits. We will follow all guidelines and advice issued by Public Health.

If recommended, the school will communicate to parents with advice around adult family members taking asymptomatic tests.

4. Face Coverings

The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to a particular localised outbreak, including variants of concern (VoC).

Staff will continue to wear face coverings on the doors at drop off and collection times when greeting or dismissing children, in line with our COVID19 risk assessment.

If recommended, staff and visitors who are not exempt from wearing a face covering will be asked to wear a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as corridors and in communal areas.

5. 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 carry out a risk assessment and speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

6. Other Measures

If recommended, we will limit:

- Educational visits
- Transition or taster days
- Parents coming into school
- Live performances
- Open Days

In addition, we will continue to:

- Review our current COVID19 Risk Assessment control measures to ensure that they are being effectively applied and whether anything further can be done.
- Continue to share updated Risk Assessments and important Covid messages with parents, staff and governors. A regularly updated Risk Assessment can be found on our school website.
- Adapt, limit or postpone indoor and non-essential events, trips and large gathering indoors.
- Reintroduce staggered lunchtimes, as appropriate.
- Check hand hygiene to ensure handwashing is being robustly carried out and that sanitiser supplies are adequate and suitably located.
- Ensure that specialist staff are present and in the required numbers, e.g. safeguarding team, first aiders, member of SLT in order to support the business continuity of the school.

7. Increased Ventilation

The Health and Safety Executive guidance on ventilation air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID19 (<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>) advice provides more information. Staff will be reminded to keep windows opened as much as possible and report any areas of concern when there is little or no natural ventilation. CO² monitors are being explored by the DfE and PHE as a possible solution to help improve ventilation in settings where needed. Ways of further improving ventilation will be rapidly explored and implemented if feasible.

8. Increased Cleaning

Although the school will continue to maintain increased daily cleaning, the Public Health teams may require further increase at shorter intervals. The importance of cleaning between groups will be reinforced and additional cleaning put in place for high contact and classroom areas. Numatic high pressure misting disinfection system to be used for deep sanitisation.

9. Reduce mixing of students

It is noted under current guidance that there is no longer any need for reduced mixing for pupils. However, in some cases, health protection teams may recommend that bubbles and/or consistent groups are reintroduced for a period whilst an outbreak is in place.

10. Communications to staff, pupils and families

All stakeholders advised of potential outbreak and mitigating actions as quickly as possible after advice

has been received. 'Warn and inform' letters will be sent following a positive case in a class.

11. Attendance restrictions

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

a. 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 6 pupils

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

b. 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 (see the school website). Technology will be available to loan for any pupils who need it.

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 they have had symptoms, or a positive test result themselves. Further information is available in the guidance on providing school meals during the COVID-19 pandemic.

Parents will be asked to arrange safe collection of a weekly food parcel from the school at an agreed time. School will only deliver if collection cannot be arranged and staffing capacity allows.

Pupils receiving education from home will be subject to routine wellbeing calls or through online meetings with their class teacher.

c. Wraparound care

We will limit access to before and after-school activities and wraparound care during term time to those that need it most. We will communicate who will be eligible to attend once the restrictions are confirmed.

d. 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 (or deputy) can't be on site, they can be contacted remotely by mobile phone (the numbers have been given to all staff but are also available from the school office). 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

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