COVID-19 - Outbreak Management /Contingency Plan Guidance

Introduction

This checklist has been designed to help education and childcare settings create an Outbreak Management Plan for them to manage outbreaks of COVID-19 through a series of measures that are proportionate and appropriate to the setting and risk involved. This checklist aims to help settings navigate their way through the DfE's Contingency Framework and gives clarity about the process for seeking additional support if required.

The key principles set out in the contingency framework are:
- maximise the number of children in face-to-face education or childcare and minimise any disruption in a way that best manages the COVID-19 risk
- managing transmission should be weighed against any educational interruptions
- measures should affect the minimum number of children for the shortest time
- attendance restrictions advised as a last resort

Settings are required to update their contingency plan (or outbreak management plan) and describe how they will respond if children, pupils, students or staff test positive for COVID-19, how they will operate if they are advised to reintroduce any measures to help break chains of transmission. Such measures should be considered in addition to the day to day control measures being implemented by settings, and will fall into 4 categories:

1. Baseline control measures (green) – settings can implement any of these without additional support/approval and prior to an outbreak
2. Additional outbreak control
3. Enhanced outbreak control measures
4. Exceptional outbreak control measures

The DfE has now defined 'thresholds' to indicate that transmission may be occurring within a setting and additional control measures may be needed. 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.

Plus, additional health protection thresholds for support:
- There are any admissions to hospital for ARI/COVID-19
- You are having problems implementing the control measures.
- You have applied the control measures and are still seeing a significant rise in cases.

Report outbreak for risk assessment if we meet the below thresholds(s) via our local process (Brian at PHE) or via DfE helpline (0800 046 8687).

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Please note the following considerations, should attendance be restricted for any reason:

Remote Learning:
High-quality remote learning in schools, further education and higher education settings will be provided for all pupils and students if:
- they have tested positive for COVID-19 but are well enough to learn from home; or
- attendance at their setting has been temporarily restricted

Safeguarding measures:
- We will review child protection policy to make sure it reflects any local restrictions and remains effective.
- We will aim to have a trained DSL or deputy DSL on site wherever possible.
- If the DSL (or deputy) can't be on site, they can be contacted remotely.
- If the DSL (or deputy) is unavailable, we will share a DSL with Torpoint Nursery and Infant School. Their DSL can be contacted by (insert contact details).
- Baseline measures (operational intervention to manage and prevent ongoing transmission)

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: 12/09/21
Setting based contact tracing of staff cases with staff contacts reported to isolation hub (020 3743 6715)	No
Maintain appropriate cleaning regimes	Yes Date: 12/09/21
Keep occupied spaces will ventilated	Yes Date: 12/09/21
Appropriate use of PPE	Yes Date: 12/09/21
Deliver **strong messaging** about signs and symptoms of Covid-19, isolation advice and testing to support prompt isolation of suspected cases	Yes Date: 12/09/21
Encourage **vaccination** uptake for eligible students and staff	Yes Date: 12/09/21
Promotion of PCR testing for close contacts identified by NHS Test and Trace	Yes Date: 12/09/21

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 Date: 12/09/21
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 Date: 12/09/21
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 Date: 12/09/21

One-off enhanced cleaning focusing on touch points and any shared equipment	As standard	Yes Date: 12/09/21
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 Date: 12/09/21
Promote vaccination uptake for eligible students and staff	As standard	Yes Date: 12/09/21

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.	• 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 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
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.	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

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**
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	The following list will be put in place should a large number of

	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.	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. • Providing location of our remote learning plan(s), e.g. remote learning policy). • Being clear on how we 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. • Inserting details of how we will distribute meals or lunch parcels to pupils (e.g. parents collect from setting). • Clear comms: to parent/carers and on our website of these arrangements. NOTE: CYP/staff are not being asked to isolate.
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.	In implementing this partial closure we will state how we will 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 We will 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. If holiday clubs are cancelled following government advice, they should operate flexibly to ensure that eligible children still receive support that meets the aims of the programme.	• Setting / Holiday activity provider to communicate who will be eligible to attend once the restrictions are confirmed.