

Model Outbreak Management Plan

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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 (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

This Outbreak Management Plan describes how we would operate if we were advised to reintroduce any measures described in the Contingency Framework: education and childcare settings.

This should be completed and in place before term starts so schools can quickly mobilise contingent measures. The Outbreak Management Plan should be regularly reviewed to keep up to date. Schools are advised to have this as part of their School Emergency Management Plan.

Roles and responsibilities

Local authorities, Director of Public Health and Health Protection Teams are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings.

Local authorities, Director of Public Health and Health Protection Teams can work with their regional partnership teams (RPTs) to escalate issues from the local level into the central Local Action Committee command structure. RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context.

In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

Liverpool schools should have in place a Covid-19 lead who oversees a response team in the case of an outbreak. In addition to the Covid-19 other staff may be involved in different elements of the outbreak management plan.

Risk Assessment

Our school risk assessment can be found here:

<http://clifford-holroyde.co.uk/>

Our risk assessment has been developed in line with national guidance and local advice. We have consulted with staff, unions and our governing body in order to apply national guidance and local advice to our setting.

Our risk assessment will be reviewed fortnightly in the first instance or if there are any incidents, near misses or changes to procedure.

In the case of any outbreak, schools should revisit their risk assessment to ensure that controls are being followed effectively, particularly

- Ensuring good hygiene for everyone
- Maintaining appropriate cleaning regimes
- Ventilation
- Following public health advice on testing, self isolation and managing confirmed cases of covid-19

Contingency planning

A good plan should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures you might be asked to put in place (described in measures that settings should plan for and your sector's guidance)

For each control measure you should include:

- actions you would take to put it in place quickly.
- how you would ensure every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled.
- how you would communicate changes to children, pupils, students, parents, carers and staff.

When settings should consider extra action

If extra action is needed, this will be advised by the Director of Public Health or the Local Health Protection Team.

The Director of Public Health or Health Protection Team may give schools advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above.

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

Liverpool Public Health will regularly review local data including number of positive cases, testing uptake, testing positivity and local hospital admissions. This data will influence threshold levels for additional action.

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

All positive cases will continue to be reported to the local authority via the online MDS form <https://www.smartsurvey.co.uk/s/covid-19-schools/>

Public Health and School Improvement Liverpool will liaise with schools when there are concerns about an outbreak in a school setting.

Close mixing

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

For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

Reporting a confirmed case

For COVID-19 queries related to educational settings – Single Point of Contact (SPOC)

School Improvement Liverpool

SPOC@si.liverpool.gov.uk

0151 233 3901

Notifying a confirmed case

All confirmed cases should be notified via the online MDS form below:

www.smartsurvey.co.uk/s/covid-19-schools/

DfE helpline

Telephone: 0370 000 2288

Monday to Friday, 9am to 5pm

School Covid-19 Lead Details

Primary Contact

Name: **Jane Pepa**

Telephone Number: **0151 228 9500**

Out of Hours Telephone Number: **07935065584**

Secondary Contact

Name: **David Murphy**

Telephone Number: **0151 228 9500**

Out of Hours Telephone Number:

Testing (secondary aged students only)

| Lead Person: | | Key contacts: | |
|---|--|--|--|
| Jane Pepa (Headteacher) | | <p>LCC Contracted Testing Organisations – Contact Details</p> <p>MAC - dennisholland@mac-projects.com Tel: 07808763352</p> <p>MIRIS - ops@miris-int.com Tel: 07960554877</p> | |
| Communications: | | | |
| If onsite testing is requested liaise with SPOC@si.liverpool.gov.uk for most up to date communications to parents | | | |
| Additional Information: | | | |
| Further information on testing can be found in the link below: https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgfrj_b5_P | | | |
| Considerations: | | | |
| Location: | Testing room in centre of the school | | |
| Consent: | Letters are available from the website | | |
| Test kits: | The school has ample testing kits and home testing will be provided | | |
| Other: | Testing will be available for symptomatic cases in school and follow up PCR tests made available | | |

Face coverings (secondary aged students and all staff)

| | |
|--|--|
| Lead Person: | Key contacts: |
| Jane Pepa (Headteacher) | SPOC@si.liverpool.gov.uk |
| Communications: | |
| If you are advised to reintroduce face coverings Public Health will advise on appropriate communication to parent. | |
| Additional Information: | |
| Current guidance does not require face covering but this may change following an outbreak or advice from PHE | |
| Considerations: | |
| Supplies | Schools should have a small number of face coverings available for children and staff who aren't able to access them |
| Considerations: | Please be aware of any medical exemptions preventing people from wearing face coverings |
| Other: | Staff and pupils are welcome to wear face coverings in school |

Reintroducing bubbles / reduce mixing between groups

| | | | |
|---|---|--|--|
| Lead Person: | | Key contacts: | |
| Jane Pepa (Headteacher) | | SPOC@si.liverpool.gov.uk | |
| Communications: | | | |
| Consider communications to parents about changes to the school day such as: <ul style="list-style-type: none"> • staggered start / finish • impact on lessons | | | |
| Additional Information: | | | |
| Clifford Holroyde pupil arrivals & departures are generally staggered (nature of the system) as taxis arrive to deliver the pupils . This reduces the numbers attending the site at the start and finish of the day. | | | |
| Considerations: | | | |
| Organisation | Impact: <ul style="list-style-type: none"> • dining arrangements – lunches back in form rooms • breaktime – access to areas will be limited to bubbles • lessons – pupils will remain and staff move • intervention groups – access to the Thrive room removed, interventions will be back within the entrance office rooms • staffing – rotas considered, restrictions on social distancing re-introduced, 2 metre teaching markings re-introduced • space – social distancing with masks re-introduced • movement through school – limited, breakfast, morning snack and lunch in form rooms | | |
| Resources | Signage and floor markings will be reintroduced if necessary, indicating distances and use of areas. Possible additional staff to support classrooms. | | |
| Other: | Following on from guidance with PHE and LA decisions for reducing mixing will be discussed and agreed. | | |

Shielding

| | | |
|---|---|--|
| Lead Person: | | Key contacts: |
| Jane Pepa (Headteacher) | | Supply cover: Ste Trainor supply@si.liverpool.gov.uk School HR team: Clare Lewis |
| Communications: | | |
| Individuals who are advised to shield should be contacted directly by government, local authority or GP | | |
| Additional Information: | | |
| School will not be expected to complete track and trace | | |
| Considerations: | | |
| Business continuity: | Agency staff would be requested to cover staff shielding, those shielding would be requested to complete online learning with individual pupils | |
| Staff impacted | Staff are assessed on a risk assessment basis and scored accordingly should shielding be re-introduced | |
| Cover | Agencies will be contacted in the event of requiring additional staff | |
| Other: | | |

Attendance restrictions

| Lead Person: | | Key contacts: |
|--|--|---|
| Jane Pepa (Headteacher) | | Kate Garrett 0151 228 9500/Work: 07935065584 Remote education – paul.bradshaw@si.liverpool.gov.uk; |
| Communications: | | |
| Telephone calls will be made to parents and text messages sent | | |
| Additional Information: | | |
| https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools | | |
| Considerations: | | |
| Access to computers and internet | School laptops can be provided, access to education discussed with parents, dongles are available. | |
| Free School Meals: | Children who are eligible for free school meals will be provided with: Vouchers, dropped off at addresses or posted out In some circumstances Food Hampers will be sort | |
| Key Worker and Vulnerable Children: | For Key Worker and vulnerable children we will provide onsite support, staff will be used on a rota basis and remain in bubbles, online lessons for teaching staff not onsite will support the full curriculum | |
| Safeguarding provision: | Please see considerations on page 14 here | |
| Other: | School laptops can be provided, access to education discussed with parents, dongles are available. | |

Educational Visits

| | | |
|---|--|--|
| Lead Person: | | Key contacts: |
| Jane Pepa (Headteacher) | | Graeme Hill 0151 228 9500 Educational Visits: Nicola.horton@si.liverpool.gov.uk |
| Communications: | | |
| Telephone calls to individual parents and text messages | | |
| Additional Information: | | |
| Outdoor Education Advisors Panel: www.oeap.ng https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#educational-visits 27 08 2021 | | |
| Considerations: | | |
| Cost implications: | Rearrangements will be sort, local trips used to reduce cross county mixing, insurance for cancellations | |
| Risk Assessment | standard trip RA with C-19 considerations | |
| Other: | Transport considerations brought into place (no mixing of classes, individual taxis sort) | |

Other restrictions:

If the Director of Public Health or Health protection team advise additional measures, they may also advise restrictions on the activities below. If this is the case, then please consider

- open days
- transport
- transition or taster days
- parental attendance in settings
- live performances in settings