



# Coundon Primary School

# **COVID-19: Outbreak Management Plan Guidance and Template**

September 2021

## Coventry Education Partnership

### COVID-19 Outbreak Management Plan Guidance and Template

#### Introduction

This Outbreak Management Plan Guidance and Template is designed to support school leaders in developing their responses to single cases, clusters and outbreaks of COVID-19 from September 2021 onwards.

Local recommendations are highlighted in italics throughout the document, which will be regularly reviewed in the light of changing national guidance and the local positions.

The national COVID-19 operational guidance explains the continuing actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their school:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>.

Where there is an outbreak (see definitions below) further actions will need to be taken. The DfE contingency framework describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in education and childcare settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

Please note that the above contingency framework refers to measures that could be taken in a range of outbreak scenarios from small to larger or more significant outbreaks (see definitions below).

New guidance has also been published explaining self-isolation rule changes for some close contacts from 16th August 2021 onwards:

- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

This local outbreak plan guidance and template is aligned with national guidance and our local arrangements and all advice given will be considered in line with this plan.

All education and childcare settings should have outbreak plans outlining how they will operate if additional measures are recommended in their setting or area. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they would normally be entitled. A template outbreak management plan is included below.

#### Definitions

The national technical definitions for clusters and outbreaks can be found here:

<https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-clusters>

##### *Outbreak definition:*

Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within 14 days, and one of:

- identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases

- when there is no sustained local community transmission – absence of an alternative source of infection outside the setting for the initially identified cases

Please note that outbreaks can differ significantly regarding scale and significance from 2 linked cases in a class, to multiple cases across multiple year groups, to outbreaks linked with new variants of concern. Whilst the measures used to manage outbreaks will be the same, the number of measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.

The definition of infectious periods and of close contact can be found here (please also see Appendix A)

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Symptoms of COVID-19 are: new continuous cough, high temperature, loss/change in taste/smell. Anyone with one or more of these symptoms (irrespective of how mild) should isolate with their household and book a PCR test: <https://www.gov.uk/get-coronavirus-test>

Settings should also be aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, particularly if you have an outbreak in your setting/you are seeing higher numbers of cases.

### **National Position**

Currently the national position means the majority of measures/mitigations that schools have implemented up to now will no longer be required from September. *However, we will continue to support and encourage schools who wish to keep certain mitigations/measures in place.*

It is expected that schools will continue to:

- Promote full vaccination of all staff, alongside promoting vaccination among appropriate pupils and parents.
- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

This position changes if there is an outbreak in your school or local area. Local authorities, directors of public health (DsPH) and health protection teams (HPTs) (from Public Health England, which will become the UK Health Security Agency in October 2021) are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings. At this point local authorities, directors of public health (DsPH) and health protection teams (HPTs) can recommend additional measures in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. A ‘cluster’, as it applies to settings rather than cases of COVID-19, is defined in most cases as being no more than 3 or 4 settings linked in the same outbreak.

Please note that from the 16<sup>th</sup> August 2021 onwards, close contacts who have had both doses of vaccination (more than 14 clear days prior to date of exposure to case) and those aged under 18 years and 6 months will not be required to self-isolate (unless they are symptomatic or test positive), but will be asked to take a PCR test. They will also continue to be asked to consider continuing with twice weekly LFT testing, limiting their social contact, and wearing face coverings in indoor public spaces.

Local authorities, DsPH and HPTs will also work with their regional partnership teams (RPTs) to escalate issues from the local level into the central government Local Action Committee command

structure (gold, silver, bronze). 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 (and can direct local authorities to act) in light of all available evidence, public health advice and the local and national context.

### **Local Position**

*The Coventry Education Partnership has worked hard during the pandemic to maintain consistency across schools in the city. At times we have also taken heed of national guidance, but taken action locally, based on local knowledge and context.*

*The Local Authority and local Public Health will continue to encourage schools that want to keep some mitigations/measures in place to minimise/prevent transmission of infection, such as consistent groupings, staggered start and finish times, minimising bringing parents onto site, use of face coverings. We will continue to keep this position under review based on infection rates in the city and any other relevant considerations.*

### **Triggers for Local Outbreak Management Plan**

This Outbreak Management Plan Guidance and Template supports school leaders in designing their response to single cases, clusters and outbreaks of COVID-19 from 16<sup>th</sup> August 2021 onwards.

We have worked in partnership with Public Health, and the Coventry Education Partnership to identify what will trigger outbreak management plan responses (over and above those identified for single cases or small clusters of unlinked cases) for an individual school or clusters of schools. These local triggers will remain under review, and are defined below:

### **Triggers**

#### **Mainstream School**

- 5 children, pupils or staff within a year group/group test positive for COVID-19 within a 10-day period
- 10 children, pupils or staff over a number of year groups test positive for COVID-19 within a 10-day period
- 5+ staffing cases, or fewer if impacting on the capacity of the school to operate

#### **Special School**

- 2 children, pupils or staff, who are likely to mix closely, test positive within a 10 day period
- 5+ staffing cases, or fewer if impacting on the capacity of the school to operate

Please note that action should be triggered as soon as the case threshold is reached if before 10 days.

If it is established that cases are not linked then extra mitigations may not be required

### **Positive cases, testing and contact tracing**

Following the initial on-site testing, secondary settings will continue to issue staff and pupils with LFTs for twice weekly testing. Primary settings will also issue LFTs to staff for twice weekly testing, *and we will continue to encourage all primary-age pupils to continue to test on a regular basis.* As there will no longer be isolation for doubly vaccinated close contacts and those under 18 years and 6 months, this will be a key mitigation to try and avoid bringing the infection into schools, and we will continue to work with schools to reinforce this with parents and the wider school community.

*You should ensure that you are aware of and log all pupils in the school who have tested positive for COVID-19, including dates for onset of symptoms (if relevant) and test dates, as well as any known links and exposures inside or outside of school. NHS Test and Trace should have been in contact with the positive case to ascertain some of the known close contacts and recommended any contacts to get a PCR test.*

*We would advise that in these scenarios you also notify parents that there is a positive case, and recommend other pupils get a PCR test. If you have continued with some local measures and mitigations (such as consistent groupings or zoning) you should be able to identify potential contacts easily. If not then we would suggest as a minimum you ask all class contacts that the case may have had in their infectious period (2 clear days prior to day of symptoms onset/test - if no symptoms – through to 10 days afterwards), alongside any other close contacts the child has had (break times, lunch times, before and after school (including transport) to go for a PCR test, and continue with twice weekly LFT testing (this would be recommended in primary settings with cases also). Please note that this will not require the interrogation of seating plans but will require talking to the pupil/staff about non-class contacts. Please let the LA know about potential transport contacts.*

*If there is more than one case in the same class/group in a short time period, it may be recommended that parents/staff are notified and an additional PCR test recommended 4-7 days after that notification, alongside continuing with regular LFT tests. Further actions may also be recommended by the LA*

*This approach is intended to complement the work of NHS Test and Trace who will talk to cases (or their parents) directly about any close contacts they know about in the setting. It will also be important to identify staff close contacts who have not had both vaccinations more than 14 clear days prior to contact with the case, as they will need to isolate for 10 clear days after the day of last contact with the case (alongside taking a PCR test).*

*Please note that the above local recommendations will be kept under review in the light of changing national/regional guidance and direction. It may be that a change is made from recommending PCR testing to LFT testing, for instance for the broad potential close contact groups identified.*

For travel and quarantine related advice, please see:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#travel>

### **Governance, communications and actions to take for single cases and where you are concerned for Local Outbreak**

Please consider the governance arrangements for your outbreak plan. Include contact details, and roles and responsibilities of internal and external teams/individuals in your plan. Consider how to ensure appropriate communication with all key stakeholders. See template plan.

*We ask that you continue to notify the Schools COVID-19 inbox of positive cases in school. This will enable us to continue to log numbers of pupil and staff testing positive in schools and will ensure that we can jointly ascertain situations where we need to activate the local outbreak management.*

Following schools meeting the threshold/triggers set out, an initial discussion will be had with the school and if necessary, an Incident Management Team (IMT) meeting will be arranged within 24 hours to include colleagues from the school, Local Authority, Public Health and regional HPTs (as appropriate). In these meetings the positive cases will be reviewed, existing mitigations/measures will be understood, and the general attendance and wellness of staff/pupils attending school will be discussed. You should have this information to hand.

Where there is concern about levels and spread of the infection, additional measures can be recommended as set out below and in line with the school's outbreak management plan. Where additional measures have been in place a further IMT will be held to jointly review the position before they are removed.

### **Additional Mitigations/ Measures**

Where we are required to activate the local outbreak plan, we will recommend additional measures that should be put in place. These may be one or more of the following and will be set out in the school outbreak management plan.

- Reintroduction of zoning
- Measures in relation to contact tracing and isolation
- Reintroduction of face coverings (communal areas, classrooms)
- Re-introduction of on-site LFT testing, or increased home testing
- Additional PCR testing
- Partial closure or closure of the school
- Other measures based on local context of the school

Any additional measures recommended to benefit managing transmission will be weighed against any impact on educating the pupils.



## Template COVID-19: Outbreak Management Plan Coundon Primary School

<b>Outbreak Plan Management Version:</b>	One
<b>Date completed:</b>	6 <sup>th</sup> September 2021
<b>Review Date:</b>	22 <sup>nd</sup> October 2021
<b>Plan Owner:</b>	Natasha Maude
<b>Scope of Plan</b>	Outbreak prevention Coundon Primary School in addition to our full Covid-19 Risk Assessment

### Related Resources

#### 1. Resources and references:

Coundon Primary Covid-19 Risk Assessment  
 Contingency framework for managing local outbreaks of Covid-19  
 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)

## **Introduction**

This plan outlines how we will manage single cases and clusters of COVID-19, as well as how we would operate if we are required to reintroduce measures/mitigations in our setting or area to prevent transmission of COVID-19 in the context of an outbreak. This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled. Outbreak prevention is partly within scope of this plan but is mostly covered by our COVID-19 Risk Assessment.

A local outbreak is defined as two or more linked cases within a 14-day period:

<https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-clusters>

Outbreaks can differ significantly regarding scale and significance from two linked cases in a class, to multiple cases across multiple year groups, to outbreaks linked with new variants of concern. Whilst the measures used to manage outbreaks will be the same, the number of measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.

## **Triggers for outbreak management plan**

### Mainstream School

- 5 children, pupils or staff within a year group/group test positive for COVID-19 within a 10-day period
- 10 children, pupils or staff over a number of year groups test positive for COVID-19 within a 10-day period
- 5+ staffing cases, or fewer if impacting on the capacity of the school to operate

In the case of a local outbreak we will work with the Local Authority, Public Health and regional Health Protection Teams (HPTs). Below sets out all the possible measures/mitigations that will be considered in the case of a local outbreak. The actual measures implemented will be determined jointly and based on the specific situation. They will also balance carefully the impact on the delivery of education with the need to minimise transmission.

Any measures will only ever be considered for the shortest time possible, to allow the outbreak to be managed and minimise transmission of COVID-19. In all cases measures / mitigations will only be implemented to prevent larger scale school closure.

## **Governance Arrangements**

Outline the governance arrangements for your setting responding to COVID-19 outbreaks. This should align with other governance and/or emergency management structures/arrangements/ business continuity in place for your setting, where possible.

**Key Contact Details**

Agency/Individual(s)	Contact details
Local Authority	COVID19schools@coventry.gov.uk
Public Health England (PHE) Health Protection Teams (NB PHE will become part of UK Health Security Agency (UKHSA) in October 2021)	<a href="mailto:wm.2019cov@phe.gov.uk">wm.2019cov@phe.gov.uk</a> Tel: 0344 225 3560 Option 0 Option 2
Response Lead/decision maker	Natasha Maude
Committees/Fora supporting the response	Senior Leadership Team Governing Body
Outbreak response team (internal and for attending external Incident Management Team meetings)	Natasha Maude (Headteacher) & Alex Scott (Deputy Headteacher)

### Key Stakeholders

Key stakeholders include those that attend the facility/setting (routinely or occasionally), those who will need to know what is happening and those that have a role in outbreak management in your setting.

Stakeholders	Role(s) in Outbreak Management
Staff (including employees and volunteers)	<p>To follow school risk assessment</p> <p>To report symptomatic children</p> <p>To isolate individual, if in school setting, when they become symptomatic</p> <p>To ensuring symptomatic children are sent home and correspondence given to encourage PCR test for those in close contact</p> <p>Notify all case to <a href="mailto:Covid19schools@coventry.gov.uk">Covid19schools@coventry.gov.uk</a> and retain school log</p> <p>To continue to wear masks for pupil arrival/departure on to school site</p> <p>To remain in their year group bubble, to reduce mixing between groups</p> <p>To regulate entry so that the premises do not become overcrowded at any point</p> <p>Take active steps to identify asymptomatic cases within the school community, though the promotion of regular (twice weekly) lateral flow testing for all staff</p> <p>To communicate individual vaccine progress and update school record accordingly</p> <p>The COVID-19 section on the school website is reviewed and updated</p> <p>If recommended, we will limit:</p> <ul style="list-style-type: none"> <li>• Residential educational visits</li> <li>• Open days</li> <li>• Transition or taster days</li> <li>• Parents coming in to school</li> <li>• Live performances</li> </ul>

	<p style="text-align: right;"><b>Shielding</b></p> <p>We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the <a href="#">shielded patient list (SPL)</a>. We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.</p>
<p>Pupils</p>	<p>To communicate if they feel unwell Partake in good hygiene practice:</p> <ul style="list-style-type: none"> <li>• Wash hands regularly</li> <li>• Use hand sanitiser on return to class.</li> </ul> <p>Children encouraged to use toilets during break times (which are staggered) To remain in their year group bubble both inside and outside school Pupils will access Teams for remote learning if having to isolate</p>
<p>Parents/carers</p>	<p>To keep children home if they are unwell To communicate with school if there are positive cases in the family home To ensure their child has a PCR test if in contact with a positive case To continue twice weekly lateral flow testing To adhere to the 15 minute gateway before and after school for staggered arrivals/departures Parents continued to be encouraged to wear masks on school site for arrival and departure To not enter school unless invited To ensure school has up to date contact details</p>
<p>Visitors</p>	<p>Communicate if they have had lateral flow test Not visit if they have a positive PCR test Isolate if they are not fully vaccinated and have been in contact with a positive case Ensure they provide contact details on arrival Ensure school know where the visitor has been</p>

	Encourage visitors to wear a face mask in communal areas.
Contractors and delivery personnel	<p>Communicate if they have had lateral flow test</p> <p>Not visit if they have a positive PCR test</p> <p>Isolate if they are not fully vaccinated and have been in contact</p> <p>Ensure they provide contact details on arrival</p> <p>Ensure school know where the visitor has been</p> <p>Encourage visitors to wear a face mask in communal areas.</p>
Where to receive local outbreak advice	<b>Lucy Lambert/ Rachael Sugars</b>
Others	

### Communications

Communications activities will be coordinated by the setting with support from LA local outbreak control team and regional Health Protection Teams in close liaison with the setting outbreak management coordination team.

Key Stakeholder	What they need to know	Communication media
Staff (including employees and volunteers)	<p>If close contact - Unvaccinated adults (age 18 years 6 months)</p> <ul style="list-style-type: none"> <li>Self isolate until index case receives PCR test result</li> </ul> <p>Feedback from Incident Management Team meeting – Any adjusts to our Risk Assessment</p> <p>Report to relevant staff updates on our Covid Testing/Absence register – who has a confirmed positive PCR, who has been advised to have a PCR after positive testing on lateral flow.</p>	<p>E Mails</p> <p>Official Covid school documents – Risk Assessment etc</p> <p>School Website</p> <p>Key information is shared with staff about regular Lateral Flow Tests with reasoning and benefits. Information is shared via email and on display in staffroom.</p> <p>Reflect on lessons learnt if positive cases in school community</p>

	<p>Advise staff in contact with positive cases to have a PCR</p> <p>All staff continue to administer 2 lateral flow tests per week and report results to both the National Government reporting data base and school.</p> <p>Pupils accessing 'Remote' learning provision who are currently having to self-isolate.</p> <p>If there are 2+ positive cases in their class they withdraw from attending Assembly.</p> <p>Class teachers to keep their Classroom doors open throughout break and lunch time for increased ventilation.</p> <p>Staff are encouraged to wear their masks in communal areas.</p> <p>Report to Caretaker updated confirmed positives so affected Classroom can be fogged immediately after school.</p> <p>Staff have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners</p>	
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<p>Pupils</p>	<p>Remain in Year group bubbles</p> <p>Times of break and lunch so they continue to have breaks in bubbles.</p> <p>Asked to have a PCR test and continue twice weekly LFT testing if confirmed as being in close contact</p> <p>Pupils have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</p> <p>This guidance has been explained to pupils as part of the induction process and systems are in place to validate understanding</p>	<p>Teachers communicate verbally to classes</p> <p>Letters to parents via E Mail</p> <p>School website</p> <p>Updates in school newsletter Fri Focus</p> <p>New posters sent by Government are displayed in key areas around school and links added to website.</p>
<p>Parents/carers</p>	<p>Letter sent from Local Authority Sept 6<sup>th</sup> - expectations and advice for Academic Year 2021</p> <p>Advised to book child in for PCR test and continue twice weekly LFT testing when identified as a close contact</p> <p>Advise parents to continue with twice weekly lateral flow until further notice.</p> <p>Office Staff to advise if questions are raised regards testing on correct protocol</p> <p>Updates to school risk assessment</p> <p>Regular updates from Headteacher as updates to Government guidance are made</p>	<p>A variety of communication strategies are in place to ensure communication with all stake holders. Emails, Parent mail and texts, telephone communication calls and texts, twitter and school website.</p> <p>Signposting to school nurse information.</p> <p>Leadership <u>are in place on the school grounds at the start and end of the day</u></p>

	<p>Whilst social distancing is no longer required within school, there are circumstances where it is sensible to regulate movement. The school gate will open at 8.30am parents will be able to stagger entry for a 15 minute period. On entering there will be a one way flow with children immediately entering their classes to avoid congestion. Parents will be encouraged to wear masks.</p> <p>Only one person will be allowed into the entrance to school office, remaining visitors will queue outside socially distanced whilst waiting to enter.</p> <p>Parents informed accordingly and advice given from Health Protection Agency if necessary.</p> <p>All advice given to parents will be in light of any updated any DFE or NHS guidance, including Track and Trace</p> <p>Consistent and repetitive reinforcement of the need for pupils and staff to stay home if they are unwell, reminding them that early onset symptoms can be complex</p> <p>Consistent and repetitive reinforcement supported by high vigilance of the requirement to self-isolate at home for 10 clear days if test positive.</p>	
<p>Visitors</p>	<p>Inform if they are due to work with a child who has been a positive contact</p> <p>Inform following a positive test with a child they have been in contact with.</p>	<p>Telephone call using information provided on entry</p>

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	<p>Non-essential deliveries and visitors to school are minimised.</p> <p>Arrangements are in place for segregation of visitors.</p> <p>General visitors, not providing a specialist teaching, intervention or health service to pupils are recommended to wear face coverings in all public areas unless they have a medical exception and arrangements can be put into place to mitigate any additional risk</p> <p>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</p>	
Contractors and delivery personnel	<p>Inform if they are due to work with a child who has been a positive contact</p> <p>Inform following a positive test with a child they have been in contact with.</p> <p>Non-essential deliveries and visitors to school are minimised</p>	Telephone call using information provided on entry
Local Outbreak Teams (LA and regional Health Protection Teams)	<p>Notify all cases to <a href="mailto:Covid19school@coventry.gov.uk">Covid19school@coventry.gov.uk</a></p> <p>Continue to update register for all Covid Testing/Absence to share with LA/Public Health England if required</p> <p>LA (with Public Health England/Uk HSA as appropriate) will complete a risk assessment, provide advice, and determine whether an Incident Management Team meeting is required.</p>	<p>Register of our testing/absence</p> <p>E Mails</p> <p>Telephone calls</p>

GPs/allied health practitioners providing services to people within the setting	Inform if they are due to work with a child who has been a positive contact Inform following a positive test with a child they have been in contact with	Telephone email
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### Preventing school transmission

Our refreshed risk assessments include how vaccination and good hand hygiene will be promoted among staff, and pupils and parents, how cleaning and good ventilation will be maintained, and how the school will operate from a distancing perspective.

Information about drop-in clinics across Coventry and Warwickshire and all vaccinations sites that you can book into can found in the links below:

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-drop-in-clinics/>

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-sites/>

Children and staff who are unwell will be advised that they should not attend school/setting. Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high temperature, loss/change in taste/smell), irrespective of how mild, will be asked to isolate with their household and book a PCR test: <https://www.gov.uk/get-coronavirus-test>

We are aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, and will take this into consideration in an outbreak scenario, and when we are seeing a larger number of COVID-19 cases.

We will ensure that we remain informed about the latest travel and quarantine advice:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#travel>

Our updated risk assessment can be found here (embed): School website Coundon Primary School

Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
Reducing close contacts	<ul style="list-style-type: none"> <li>Classes to remain in their year group bubbles</li> </ul>	Natasha Maude	3.9.21		

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Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
Reducing close contacts at break time and lunchtime	<ul style="list-style-type: none"> <li>Classes to remain in their year group bubbles and are on a rota for canteen and playground provision</li> </ul>	Natasha Maude & Alex Scott	3.9.21		
Reducing close contacts at break time and lunchtime	<ul style="list-style-type: none"> <li>Classes with 2+ positive cases will not join Assemblies</li> </ul>	Alex Scott	27.9.21		
Ensuring good hygiene	<ul style="list-style-type: none"> <li>Ensure children have adequate cleaning and hand washing equipment</li> <li>Children to wash hands on entry to school and before lunch and before afternoon sessions</li> <li>Frequent cleaning and disinfecting of objects and surfaces that are touched regularly (touch points), should be undertaken using standard cleaning products or antiseptic wipes, both of which kill the virus. Cleaners and caretakers provide the frontline in protecting everyone in school, but health and safety is everyone's responsibility so cleaning tasks may be undertaken by any member of staff as appropriate.</li> <li>Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with follow up handwashing and cleaning/wiping of any contaminated area followed by safe disposal of waste</li> </ul>	Natasha Maude, Joanne Bennett & Luke Fortune	3.9.21	Cleaning and hand washing supplies	

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Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
	<ul style="list-style-type: none"> <li>Maximising natural ventilation and access to the external learning environment remain strong control methods</li> </ul>				
Testing	<ul style="list-style-type: none"> <li>Ensure letters from LA go to all parents</li> <li>Ensure extra supply of letters available to remind parents</li> <li>Ensure LFT are available in school</li> <li>Ensure parents know we encourage LFT 2 x weekly</li> </ul> <p>Support parents book PCR tests if they have learning/language barriers</p>	Natasha Maude & Joanne Bennett	3.9.21	LFT test kits	Staff to Report too on Government reporting site
Communication	<ul style="list-style-type: none"> <li>Staff to have weekly briefing meeting</li> <li>Ensure we have a range of letters in languages for parents</li> <li>Ensure staff know the procedure for identifying contacts and communicating this to NG</li> <li>Ensure close contact info goes home to parents</li> <li>Ensure children displaying symptoms is communicated and logged</li> </ul>	Natasha Maude & Joanne Bennett	3.9.21		
Face coverings	<ul style="list-style-type: none"> <li>Parents encouraged to wear a face covering on site</li> </ul>	Natasha Maude	3.9.21		

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Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
	<ul style="list-style-type: none"> <li>Staff are encouraged to wear face covering in communal areas</li> <li>Staff will wear masks as children arrive and depart each day</li> <li>Staff to wear masks in communal areas and to Staff Meeting.</li> </ul>				
Cleaning	<ul style="list-style-type: none"> <li>Extra cleaning duties are deployed during the day to wipe touch points</li> <li>All individual classes to have cleaning fluid available throughout the day to wipe touch points</li> <li>Rooms to be fogged every week</li> <li>If we have an identified positive their classroom will be immediately fogged that evening</li> </ul>	Joanne Bennett & Luke Fortune	3.9.21		
Classrooms	<ul style="list-style-type: none"> <li>Resources to remain within the classrooms</li> <li>Cleaning and hygiene equipment to be readily available</li> <li>Windows and doors to be opened as regularly as we can.</li> <li>During break and lunch time periods Classroom doors to remain open for increased ventilation.</li> </ul>	Class Teachers	3.9.21		

**Reporting cases and when trigger thresholds have been met**

*We will continue to report all positive cases to the COVID19schools@coventry.gov.uk, alongside alerting the local authority when any of the triggers outlined in the above guidance have been met*

### **Response to positive cases**

*Full class groups (note that interrogation of seating plans will not be required), and lunch time, break time and afterschool contacts (including on transport) will be asked to have a PCR test, alongside twice weekly LFT testing for all contacts. Staff contacts who have not had both vaccinations more than 14 clear days before the day of contact with the positive case will also be identified, as they will need to isolate for 10 clear days following the day of last contact with the case. If additional cases are identified in the same class/group, it may be recommended that additional communications are sent to parents/staff to recommend one further PCR test 4-7 days after notification, alongside continuing LFT testing. Further actions may also be recommended by the LA.*

### **Reintroduction of consistent groups/zoning**

It may become necessary to reintroduce 'zoning' for a temporary period, to reduce mixing between groups.

### **Reintroduction of face coverings**

Consideration will be given to whether face coverings should temporarily be worn in communal areas or classrooms (by pupils in secondary settings only, but by staff and visitors in all school settings (unless exempt)).

The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.

No pupil or student will be denied education on the grounds of whether they are, or are not, wearing a face covering.

Reasonable adjustments will be made for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.

### **Reintroduction of testing/Additional PCR testing**

Consideration will be given as to whether the reintroduction of onsite asymptomatic LFT testing (secondary settings) or increased use of home testing by staff, and pupils is necessary. *We will also continue with our local recommendation that all pupils in early years and primary settings take twice weekly asymptomatic testing.*

Where these measures are necessary, it will be important to work jointly with the LA and Public Health to identify any support required (e.g. supply of additional tests). Where onsite testing is reintroduced, we will look to do this in a way that does not negatively impact on the education for pupils.

There may also be occasions where a mobile symptomatic testing unit/service is made available on the school site and pupils are invited to take a PCR test, or additional PCR tests may be organised through other means.

### **Contact tracing / isolating**

From the 16<sup>th</sup> August people who are double vaccinated (second dose more than 14 clear days prior to day of last contact with case), and children and young people under the age of 18 years and 6 months are no longer required to isolate where they are a close contact of a positive case. We

may reintroduce isolation of pupils who have been a close contact of a direct case for a limited time period. Please also see section re response to positive case

### **Other restrictions**

We may need to limit activities that require bringing parents and carers onto site (other than for drop off and pick up) e.g. open days, performances, open evenings. We may also reintroduce staggered start and finish times (if not already in operation) to minimise the number of people on the school site at the start and finish of the day.

We will also review any activities bringing pupils together in addition to the normal school day, or that required transportation for larger numbers of pupils (e.g. school trips / holidays - including residential educational visits). This could also include any activities bringing together pupils from a number of schools (e.g. transition/taster days).

### **Clinically Extremely Vulnerable**

Shielding is currently paused. In the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government.

In the event of a reintroduction of shielding we would need to review staffing capacity to ensure we could continue to operate staffing in a safe manner. Any attendance reductions as a result of this would be in line with the principles below.

Current guidance on clinically extremely vulnerable individuals can be found in the link below:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#school-college-and-other-educational-settings>

### **Attendance Restrictions and Remote Education**

As a last resort, we may need to introduce attendance restrictions.

We will provide high-quality remote education for all pupils not able to attend because

- they have tested positive for COVID-19 but are well enough to learn from home; or
- attendance at their setting has been temporarily restricted

Where attendance restrictions are necessary there will be an order of priority applied in terms of which pupils would continue to attend on-site provision. The only deviation to this will be where they are required to isolate (either as a result of testing positive or as a result of a local reintroduction of close contact isolation – see above).

Priority for onsite attendance will always be given to vulnerable children and young people and children of critical workers.

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In primary schools second priority will be given to pupils in key stage 1, and in secondary schools second priority will be given to pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year. Special schools should follow the same prioritisation as mainstream schools.

In exceptional circumstances, (special schools and alternative provision only) if usual interventions and provision at adequate staffing ratios, or using staff with vital specialist training cannot be provided, we will seek to resume as close as possible to the specified provision for the child or young person as soon as possible.

In out-of-school settings/wraparound childcare where attendance restrictions are in place, vulnerable children and young people will continue to be allowed to attend. For all other children, face-to-face provision will be provided for a limited set of essential purposes, such as going to or seeking work, attendance at a medical appointment, or to undertake education and training.

Where attendance restrictions are needed, we will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.

If we must temporarily stop onsite provision on public health advice, we will discuss any alternative arrangements necessary for vulnerable children and young people with the local authority. Where vulnerable children and young people are absent or do not take up a place offered to them, we will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so

### **Staffing Capacity**

Where staffing capacity (following use of available supply teaching capacity) is impacting on our ability to open fully we will follow the principles outlined in the attendance restrictions above.

### **Free School Meal provision**

We will continue to provide free school meals support in the form of meals or lunch parcels/vouchers for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- are self-isolating

- have had symptoms or a positive test result themselves.

### Response and stand down action plan

The table below outlines how we will respond to single cases, clusters and outbreaks in our setting, outlining how we will put in place the above outlined measures (see headings above in outbreak plan) related to: reporting cases and responding to cases, reintroduction of consistent groups/zoning, reintroduction of face coverings, other restrictions, attendance restrictions, staffing capacity and free school meals.

It also outlines how we will “stand down” following an outbreak, including undertaking a review of our mitigation measures and of this plan.

Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
PCR Testing	If the positives within an individual class reach the threshold of 30% we will recommend that students stay at home until they have a PCR test and return to school if this is negative (if they have not already had a recent negative result) If parents do not want to do a PCR test, we will recommend the child stays at home for 10 days	Natasha Maude	From 27 <sup>th</sup> September	Threshold letter	
PCR Testing	If pupils with siblings test positive we will direct their brothers and sisters to go for a PCR and return to school if this is negative.	Hazel Roberts	From 27 <sup>th</sup> September		
Attendance restrictions	Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the following:  In the first instance, we will stay open for: <ul style="list-style-type: none"> <li>• Vulnerable pupils</li> <li>• Children of critical workers</li> <li>• Reception, Year 1 and Year 2 pupils</li> </ul>	Natasha Maude	From Sept 2021		

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Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
	<p>If further restrictions are recommended, we will stay open for</p> <ul style="list-style-type: none"> <li>• Vulnerable pupils</li> <li>• Children of critical workers</li> </ul> <p>All other pupils will be required to remain at home and will receive remote education</p>				
Shielding	<p>We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielding patient list.</p> <p>We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.</p>	Natasha Maude, Alex Scott, Joanne Bennett	From Sept 2021		
Other measures	<p>If recommended, we will limit:</p> <ul style="list-style-type: none"> <li>• Residential educational visits</li> <li>• Open days</li> <li>• Transition or taster days</li> <li>• Parents coming into school</li> <li>• Live performances</li> </ul>	Natasha Maude	From Sept 2021		
Remote learning	<p>We 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.</p>	Natasha Maude & Alex Scott	From Sept 2021		

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Action	Action detail	Lead	Dates	Supplies/resources required	Other considerations
FSM	<p>The school will continue to provide meals or vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of Covid-19 isolation guidelines.</p> <p>Parents will collect Morrison vouchers from the school office every fortnight.</p>	Joanne Bennett	From Sept 2021		
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 and deputy DSL on site where possible who will take responsibility for co-ordinating safeguarding on site.	Natasha Maude DSL Safeguarding Team (All hold DSL Awards) Alex Scott Katie Cheshire Amanda Sweet Ben Bramhill	From Sept 2021		

Appendix A

**ISOLATION PERIODS, DEFINITIONS OF CLOSE CONTACT AND INFECTIOUS PERIOD FOR COVID-19**

- ❖ Positive person: isolate from **day symptoms started/day of test (if no symptoms) and for the next 10 full days AND until well and fever free for 48 hours**
- ❖ Identify **ALL** close contacts in infectious period (see below definitions) – all to isolate for **10 full days after day of last contact with case, unless exempt (see below)**
- ❖ **Exception: positive cases and contacts** who are residents/patients in care homes/hospitals/anyone discharged who receives care - to isolate for **14 days (cases and contacts)**
- ❖ **Exemptions from self-isolation as a close contact (except health and care workers):**
  - ❖ *Fully vaccinated - i.e. more than 14 clear days after day of second dose of UK COVID-19 vaccination*
  - ❖ *Under 18 years and 6 months*
  - ❖ *Part of COVID-19 vaccine clinical trial or medically exempt from vaccination (seek separate advice)*
  - ❖ *Those exempt should undertake a PCR test, regular twice weekly lateral flow testing, limit social contact and wear a face covering*
  - ❖ *Note the above exemption rules are not the same for health and care workers (separate guidance has been issued)*
- ❖ Follow "[Guidance for contacts of people with confirmed COVID-19](#)" guidance

**DEFINITIONS**

CLOSE CONTACTS	INFECTIOUS PERIOD
Direct physical contact (any duration)	If symptomatic: 2 clear days before day on which symptoms start – and for 10 days after
Face-to-face contact under 1m (any duration)	
Close contact under 1m for 1 minute or more	
1-2m for 15 minutes or more (cumulative over 24 hrs)	No symptoms: 2 clear days before the day of the test – to 10 days after
Travel in a vehicle	