

# COVID-19: outbreak management plan

**Alexandra Park Junior School**  
**September 2021**

**Approved by:** J.Seabright – Headteacher **Date:** 23.09.21

**Last reviewed on:**

**Next review due by:**

## 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)

## 2. Actions to reduce cases in the school setting:

- We have an updated risk assessment that includes plans on how to mitigate and minimise the risks of Covid-19 in our setting, including:
  - A cleaning regime including focusing on touchpoints
  - Support for good hygiene including hand-washing and sanitiser use in the setting
  - Good ventilation
- We have a plan on communicating with staff, students and parents/ guardians on symptoms and what to do if symptomatic – regular updates and reminders will remain important:
  - Staff and/or students who are experiencing coronavirus (Covid-19) symptoms, should not attend school/ setting. They should arrange to have a PCR test.
  - Parents of students with Covid-19 symptoms should be instructed to get their child tested. Our school will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.
- We have a clear plan on what to do if someone in the setting develops Covid-19 symptoms:
  - Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a PCR test.
  - Pupils who experience Covid-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.
  - Anyone who comes into close contact with someone with Covid-19 symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves or are instructed to by NHS Test & Trace.
- The setting should recommend routine testing in line with the current government guidelines.
- Work with your local Public Health Team to promote vaccination for those that are eligible.

### Response to individual cases:

- Clear notification processes for staff and parents to use to notify school of positive cases.
- Settings should notify local Public Health Teams through the Single Point of Contact. [Covid.trace@oldham.gov.uk](mailto:Covid.trace@oldham.gov.uk)

- Under 18s and double vaccinated adults will not need to self-isolate if they're a close contact of a positive case. But they will be strongly advised to take a PCR test and then if positive, will need to isolate.
- Adults who are not vaccinated should still isolate if they are a close contact of a confirmed case of Covid-19.
- We will provide "warn and inform" letters recommending testing to groups of staff or students who may have been close to the case whilst they were infectious.

#### Response to an outbreak:

- Definition of an outbreak
  - Significant in-setting transmission
  - 5 children or staff, who are likely to have mixed closely, test positive for COVID-19 within a ten day period
  - 10 % of a year group/class testing positive for COVID-19 within a 10 day period
- Email your local Public Health Team via the Single Point of Contact to notify them of the situation.
- Gather relevant information on all cases including dates, year groups, classes and any connections between the cases.
- Ensure appropriate staff from the education setting attend Outbreak Management Team Meetings.
- Respond to recommended actions from any meeting including, if necessary:
  - On-site testing
  - Recommendations on wider testing including the possibility of daily testing
  - Reintroduction of face-coverings
  - Communications with staff, parents and pupils
  - Support for isolating children on remote education
- In outbreaks with very high numbers, or with other complexities, and where other measures have not successfully controlled the outbreak, a DPH may advise short-term partial closure of a setting, such as sending home a year group. High-quality remote learning should be provided for all students well enough to learn from home. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers.

### 3. 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 speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

### 4. Other measures

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

## 5. Attendance restrictions

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

### 5.1 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 2 pupils

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

- Vulnerable pupils
- Children of critical workers

### 5.2 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.

[http://www.alexandrapark.oldham.sch.uk/?page\\_id=4678](http://www.alexandrapark.oldham.sch.uk/?page_id=4678)

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 of COVID-19 isolation guidelines. We will distribute vouchers via the Wonde voucher scheme. Please contact our school office on 0161 770 8321.

### 5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

### 5.4 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.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

#### **Safeguarding and support for vulnerable students:**

- Specific plans will need to be in place for vulnerable students including:
  - Clinically vulnerable students
  - Students who may not be able to learn if they need to isolate at home
  - Any safeguarding concerns where not attending the setting will change the current care plan.