

It is important to use this template alongside:

1. *Current Government guidance to Educational Settings*
2. *Your COVID-19 Risk Assessment and infection control measures*
3. *Any relevant Business Continuity Plans*

Setting Name : Tittensor CE (VC) First School

Outbreak Management Plan

Date Completed: 30.11.21 Review Date: on-going

Plan Owner: G Craig

Context

Aim of COVID-19 Case and Outbreak Management Plan

The aim of COVID-19 case and outbreak management is to:

- prevent the spread of COVID-19 within the setting or/and manage impact of community transmission impacting on the setting.
- minimise the impact of COVID-19 on staff, pupils, other key stakeholders.

Objectives of Outbreak Management Plans

The objective of outbreak management planning is to document the activities you will undertake in preparing for and responding to a single or multiple case of COVID-19 within the setting. What actions and controls will be stepped up and stepped back down at relevant points in responding to and recovering from an outbreak.

The setting will step up and step back down the response measures according to the level of risk, effectiveness of response measures and availability of resources, in close collaboration with Local Outbreak Control Team, Public Health England and DFE.

Scope

In scope of this Plan	Out of scope of this Plan
Management of COVID-19 outbreaks at: Tittensor CE (VC) First School	COVID-19 Risk Assessment – This will be used to manage the risks of COVID-19, to keep employees, pupils and other people within the setting safe.

Governance

- Gail Craig (Headteacher) is the main contact point for Local Authority Local Outbreak Control and PHE.
- Gail Craig (Headteacher) with the support of Janine Cresswell (Chair of Governors) will lead the response and be the ultimate decision-maker.
- Gail Craig (Headteacher) will coordinate the response.
- Tittensor CE (VC) First School's Governing Body will support the response.
- Gail Craig (Headteacher) will participate on an internal outbreak response team, to undertake activities 'on the ground' in the setting to help contain the virus.
- Gail Craig (Headteacher) will represent the setting on any multiagency Incident Management Team meetings to manage an outbreak likely to be called by Public Health /LA Local Outbreak Control Teams.

Related resources

- Business Continuity Plan
- Emergency Plans

Key Stakeholders

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> • Gail Craig to liaise with all staff via text message, Tittensor Staff Whatsapp group, telephone
Pupils	<ul style="list-style-type: none"> • Gail Craig to liaise with all parents/pupils using Classroom Dojo, school website, school Facebook, Twitter
Parents/carers	<ul style="list-style-type: none"> • Gail Craig to liaise with all parents/pupils using Classroom Dojo, school website, school Facebook, Twitter
Visitors	<ul style="list-style-type: none"> • Gail Craig to contact visitors by telephone
Contractors and delivery personnel	<ul style="list-style-type: none"> • Gail Craig to contact visitors by telephone or email
Where to seek Local Outbreak Advice	<ul style="list-style-type: none"> • LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the school. • Advises our setting on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures. • Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period). • Activates and leads the outbreak management coordination team. • Determines when the outbreak is over.
Other relevant stakeholders	<ul style="list-style-type: none"> • Gail Craig will contact the Governing Body

Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by the setting with support from LA local outbreak control team/PHE or DFE in close liaison with the setting outbreak management coordination team.

Key stakeholder	What they need to know	How we'll communicate	Contact information
Staff (includes employees and volunteers)	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting • Membership of the internal outbreak response team • Arrangements for managing any self-isolation requirements • Expectations about not attending work if symptomatic • Changes to staffing/rostering arrangements • Arrangements to support staff health and wellbeing 	<ul style="list-style-type: none"> • Meetings • Staff Meetings/Briefings • Text messages • Staff WhatsApp • Signage 	01782 372539
Pupils	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures 	<ul style="list-style-type: none"> • Lessons • Signage • Class Dojo 	

	<ul style="list-style-type: none"> • Expectations about not attending school if symptomatic • Changes to staffing/rostering arrangements <ul style="list-style-type: none"> • Arrangements to support children’s health and wellbeing • How to access Remote Learning • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting 	<ul style="list-style-type: none"> • School Website 	
Parents and careers	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Expectations about not attending school if symptomatic • Changes to staffing arrangements <ul style="list-style-type: none"> • Arrangements to support children’s health and wellbeing • How to access Remote Learning • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting 	<ul style="list-style-type: none"> • Signage • Class Dojo • Letters • School Website 	
Visitors	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Expectations about not attending school if symptomatic • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting 	<ul style="list-style-type: none"> • School Website • Telephone • Signage 	01782 372539

<p>Contractors and delivery personnel <i>(e.g. cleaners, electricians)</i></p>	<ul style="list-style-type: none"> • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Expectations about not attending school if symptomatic • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting 	<ul style="list-style-type: none"> • School Website • Telephone • Signage 	<p>01782 372539</p>
<p>Local Outbreak Teams</p>	<ul style="list-style-type: none"> • Outbreak management risks specific to the setting. • Names and contact details of potential contacts of the confirmed case. 	<ul style="list-style-type: none"> • Email • Telephone • Meetings 	<p>Lisa Davies/Becky Lee Local Outbreak Response Team - Education and Early Years Staffordshire County Council (01785) 854004 C19LocalOutbreakControl@staffordshire.gov.uk www.staffordshire.gov.uk</p>

Stage 1 – Prevent and Prepare

Please refer to Covid-19 Risk Assessment

Stage 2 – Respond

The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the setting. *(DFE advice: school to close if 10% of school population/5 or more in each class)*. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Activate the outbreak response team	By email and phone	Gail Craig Headteacher	Immediately on becoming aware of a confirmed case	None	If after hours, contact all team members by mobile phone.
Deep Clean due to positive case in setting	By telephone	Gail Craig Headteacher	Immediately on becoming aware of a confirmed case	Detail the cleaning materials or approach	
Remote Learning in place for children	Telephone/WhatsApp staff	Gail Craig Headteacher	Immediately on becoming aware of a confirmed case	Class Dojo/Google Classrooms to sharework. Planned work.	Teachers to provide feedback on remote learning. Vulnerable chn to be contacted for a daily check-in. Follow up with social worker.
Cease school trips	By telephone (Provider)Dojo (Parents/chn)	Gail Craig Headteacher	Immediately on becoming aware of a confirmed case	Class Dojo/ telephone	

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Assemblies	By Staff WhatsApp	Gail Craig Headteacher	Immediately on becoming aware of a confirmed case	WhatsApp	
Transition Events	By email, telephone or Dojo	Gail Craig Headteacher	Immediately on becoming aware of a confirmed case	Email, telephone or Dojo	

Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 10 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

After standing down, Stage I activities will resume for prevention and preparedness of further outbreaks.

An important activity during the stand-down phase is to evaluate the response and update this plan.

Detail how and when actions taken/ control introduced will be removed

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
When 10 days of isolation is over resume to Stage 1	Follow Stage 1 of educational Outbreak Plan	Gail Craig	10 days after isolation period		

Supporting materials:

Covid-19 Risk Assessment

