

COVID-19: outbreak management plan

Charlesworth VC Primary School



Approved by:	Philip Whiston	Date: 02.09.21
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Next review due by:	Ongoing	

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. Overview

COVID-19 is a rapidly evolving situation for which guidance is being developed at a fast pace and is subject to change with little notice. This plan will be kept under review, particularly section 8 that provides links to national guidance and other relevant information to support outbreak control.

The term educational and childcare settings and provision is used to refer to early year's settings which includes: child minders, nursery schools, full day care, wrap-around care, out of school clubs, breakfast and after school clubs, link clubs and holiday clubs, primary schools, secondary schools, colleges and universities.

3. Definition of a COVID-19 Outbreak

Two or more confirmed cases with symptoms of coronavirus (COVID-19) arising within the same 14-day period in people who work at or attend the educational and childcare settings or provision, or there is a high reported absence which is suspected to be COVID-19 related.

- Note: the educational and childcare settings or provision does not need to notify the Health Protection Team or Local Authority Public Health Team if they are informed of a positive test result by a parent or other source.

4. Background

Overview of Covid-19 Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- New continuous cough
- A high temperature (over 37.8 degrees)
- A loss of, or change in, your normal sense of taste or smell

Mode of transmission

COVID-19 is passed from person to person mainly by large respiratory droplets and direct contact (close unprotected contact, usually less than one metre). These droplets can be directly inhaled by the person, or can land on surfaces which another person may touch which can lead to infection if they then touch their nose, mouth or eyes.

Incubation period

The incubation period (i.e. time between exposure to the virus and developing symptoms) is between 1 and 14 days (median 5 days).

When is a person infectious?

A person is thought to be infectious 48 hours before symptoms appear, and up to seven days after they start displaying symptoms.

Can children pass on the infection?

There is some uncertainty about how much asymptomatic or mildly symptomatic children can transmit the disease but the evidence so far from a number of studies suggests children are less likely to pass it on and do not appear to play a major role in transmission. Most children with COVID-19 have caught the infection from adults and not the reverse. This is unlike 'flu.

When one case occurs in educational and childcare settings or provision

The response to a single case has many of the same features as the response to an outbreak and is managed using a preventative approach. Where two cases are linked in time to a setting then this suggests transmission and requires a more active approach.

5. Cleaning

It is important to concentrate on regular cleaning of frequently touched items/ surfaces, as high contact surfaces will present the main risk in terms of indirect transmission.

- Regular, thorough cleaning for all areas, focusing on shared spaces and high touch points e.g. door handles, photocopiers, drinks areas, should be maintained at all times as this is one of the most effective prevention measures.
- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- Appropriate personal protective equipment (PPE) such as disposable or washing-up gloves and aprons for cleaning should be used.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, as stated above.
- If an area has been heavily contaminated following a suspected or confirmed case, such as with visible bodily fluids, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- All the disposable materials should be double-bagged, then stored securely for 72 hours. After the 72 hour period, waste can be disposed of with regular rubbish. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

6. In the event of a case/outbreak

Scenario	Action based on Govt. Guidance
Single case, Positive LFT, No PCR result	Record case with LA/Public Health: Tel: 0344 225 4524 followed by option 0 to get through to East Midlands Health Protection Team. Then press option 1. Then ask for the Coronavirus Response Centre. Open from 8am to 8pm No isolations Warn and inform letter (attached). Reminder to continue LFT Testing reminder for close contacts or parents/ carers of children under 11. Consider monitoring mixing of groups and increased cleaning, increased

	<p>LFTs of the staff.</p> <p>Promoting vaccinations to all staff</p>
Single case PCR positive / PCR result outstanding 2 days after positive LFT	<p>Report to LA/Public Health if not already reported at LFT stage.</p> <p>Tel: 0344 225 4524 followed by option 0 to get through to East Midlands Health Protection Team. Then press option 1. Then ask for the Coronavirus Response Centre. Open from 8am to 8pm</p> <p>PCR testing of close contacts as advised by the NHS Test and Trace team.</p> <p>Warn and inform letter.</p> <p>Ensure good cleaning and hygiene measures in setting</p> <p>LFT Testing reminder for close contacts or parents/carers of children under 11 (for the eligible group)</p> <p>If staff who are not fully vaccinated are confident that they are close contacts of the positive case but are not contacted by Test and Trace, schools / settings should support them to self-isolate where appropriate.</p> <p>Risk assess vulnerable staff who are close contacts, e.g , are themselves or are living with someone CEV or pregnant in third trimester.</p> <p>Consider introducing control measures e.g. limit unnecessary mixing, increased cleaning, increased LFTs of the staff.</p> <p>Contact COVID team to discuss specific cases if the risk assessment identifies that the case/ situation is of high risk.</p>
2 or more linked cases (outbreak) or significant increase of the cases in the setting	<p>Contact LA/Public Health to discuss.</p> <p>Tel: 0344 225 4524 followed by option 0 to get through to East Midlands Health Protection Team. Then press option 1. Then ask for the Coronavirus Response Centre. Open from 8am to 8pm</p> <p>Control measures may include isolations, face covering, targeted PCR testing etc.</p>

7. 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.

8. 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)

9. Attendance restrictions

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

9.1 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

9.2 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 Home Learning Policy

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.

9.3 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.

9.4 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.

Useful Contacts

**Public Health England East
Midlands Health Protection**

0344 225 4524 followed by option 0 to get through to
East Midlands Health Protection Team. Then press

team	option 1. Then ask for the Coronavirus Response Centre. Open from 8am to 8pm
DfE Helpline	0800 046 8687 8am to 6pm Mon-Fri and 10am to 4pm Sat-Sun
Derbyshire County Council's Test and Trace Team	Asch.testandtrace@derbyshire.gov.uk Or leave a message on 01629 536173

Appendix 1: Outbreak Log

Case	Name	Pupil/Staff	Year	Date Symptomatic	Positive Test Date LFT	Positive Test Date PCR	Positive PCR Test result	Last in School	Anticipated end date/Return to school	Date of Birth	Postcode	Comments e.g. siblings, number of people isolated as a result

