



Ottery St Mary Primary School

COVID-19:

Outbreak Management Plan September 2021



1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), 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), directors 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. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
 - 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)
 - To prevent unsustainable pressure on the NHS

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. The headteacher will be responsible for seeking this advice. The school will implement a hierarchy of measures as set out in its Risk Assessment. Such measures should be considered in addition to the day-to-day control measures being implemented by schools, PHE SW Health Protection Team have defined 4 levels:

Baseline measures which settings should have in place at all times:

- Staff in primary schools should test themselves using LFDs twice a week using home test kits until the end of September when this is reviewed. Early years and wrap around childcare staff should continue to test twice weekly as they have done during the summer.
- The school will follow and promote public health guidance on testing, self-isolation and managing confirmed cases of COVID-19
- Setting based contact tracing of staff cases and staff contacts to be reported to the Self-Isolation Hub (020 3743 6715)
- The school will continue to implement good hygiene measures, maintain appropriate cleaning regimes, keep occupied spaces well ventilated
- The school will support the appropriate use of PPE
- The school will maintain strong messaging about signs and symptoms of COVID-19, isolation advice and testing
- The school will encourage and support vaccination uptake for eligible staff and students

Additional outbreak control measures – If the threshold for extra action (set out in the Contingency Framework) is met, additional outbreak measures may be considered that are appropriate and proportionate to the school. These can be **implemented by the school without additional support/approval. The school will:**

- Provide a ‘warn and inform’ letter to parents
- Strengthen communications to encourage testing (staff and secondary aged pupils only)
- Consider moving activities outside (including exercise, assemblies and classes)
- Further enhance ventilation indoors, one-off enhanced cleaning (focus on touch points and shared equipment)
- Review and reinforce hygiene measures

Enhanced or Exceptional outbreak control measures - can be recommended following an Incident Management Team (IMT) or Outbreak Control Team meeting (OCT) and risk assessment undertaken with the Local Authority (or Health Protection Team (HPT)*:

- Increased frequency of LFD testing (for eligible staff/students)
- Promote social distancing and reducing crowding e.g. reducing the number of children gathering together, staggered start/finish times & parent drop off/pick up
- One-off PCR testing for setting contacts
- Reduce inter-group mixing (separate break times, staggered entry, smaller groups/bubbles, reduce staff sharing across groups)
- Reduce staff mixing e.g. limit/review face to face meetings and onsite CPD
- Temporary use of face coverings in communal areas and/or classrooms (not for EY or primary age children)
- Limitation of visits to and out of the setting
- As a **last resort**, attendance restrictions via partial or full closure, limit access to before / after school activities & wrap-around care

In **exceptional** circumstances – reinstate on-site LFD testing/mobile testing van, whole genome sequencing for a variant of concern or variant under investigation requiring management

Note: additional measures may also be advised by a Director of Public Health across an entire area if an Enhanced Response Package (ERA) is in place. These will be communicated to the school by the Local Authority.

Contingency framework: education and childcare settings

[Actions for schools during the coronavirus outbreak](#)

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

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email communications and the school website once a decision has been made.

If recommended, we will limit:

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

If recommended, we will (re)introduce:

- Testing, including the use of an asymptomatic test site (ATS)
- 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

If 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 Information document](#) which can also be found on the school website

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.

Hot meals can be collected from school by parents. Where this is not possible, dedicated members of staff can deliver meals locally.

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.

If our DSL (or deputies) can't be on site, they can be contacted remotely by staff via email or mobile phone

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

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision
- Prioritise contact with pupils and families based on a RAG rating undertaken by key school staff

5.5 Additional guidance

The following national guidance has been updated to reflect the changes:

- [Actions for early years and childcare providers during the COVID-19 pandemic](#)
- [Higher education COVID-19 operational guidance](#)
- [Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)
- [Schools COVID-19 operational guidance](#)
- [Special schools and other specialist settings: coronavirus \(COVID-19\)](#)
- [Responsibility for exams](#)
- [COVID-19: assessment processes for selective school admissions](#)
- [Actions for FE colleges and providers during the coronavirus outbreak](#)
- [Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak](#)
- [Dedicated transport to schools and colleges COVID-19 operational guidance](#)
- [What parents and carers need to know about early years providers, schools and colleges during COVID-19](#)
- [COVID-19: guidance for children's social care services](#)