



**Inspire Education Trust**

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# **Outbreak Management Plan**

**January 2022 Version**

**Hearsall Community Academy**



# INSPIRE EDUCATION TRUST

## PRIMARY COVID-19: OUTBREAK MANAGEMENT PLAN

<b><u>Outbreak Plan Management Version:</u> 1</b>	<b><u>Date 1<sup>st</sup> completed:</u> 1<sup>st</sup> September 2021</b>	<b><u>Review Date:</u> Initial Review at Primary Heads Meeting on Monday 10<sup>th</sup> January 2022</b>
<b><u>Plan Owner:</u> Rob Darling</b>	<b><u>Hearsall Community Academy</u></b>	<b><u>Headteacher:</u> Claire Jones</b>

### 1. Scope of Plan

Some educational organisations may have multiple sites included within the scope of this plan. Outbreak prevention is partly within scope of this plan but should be mostly covered by your COVID-19 Risk Assessment.

### 2. Related Resources

DfE Guidance – see weblinks below; Public Health England Guidance; Inspire Education Trust COVID-19 Risk Assessment Template; and Coventry & Warwickshire Local Authority Guidance/ Documents.

### 3. 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 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 should be mostly covered by your 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 about 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.

## 4. Triggers for Outbreak Management Plan

1. Academy **may** raise concerns about 2+ linked cases to Head of Education, Primary
2. 5+ pupil or staff within a year group test positive within 10-day period
3. 10+ pupil or staff cases across an Academy across several year groups within 10-day period
4. 5+ staffing cases, or fewer if impacting on the capacity of the Academy to operate

In the case of a local outbreak, we will work with the Trust Team at Inspire Education Trust, the Local Authority in which the Academy sits, 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 Academy closure.

## 5. Governance Arrangements

Chair of Governors will be informed of cases in scenarios 2, 3 & 4 above in regular communications and updates. Individual Local Governing Committees (LGCs) and Trust Board will have monthly pupil and staff number updates unless high volume of outbreaks occur during a short period. Any concerns on reporting should be discussed with the Head of Education, Primary.

## 6. Key Contact Details

Agency/ Individual(s)	Contact details
Local Authority	COV - <a href="mailto:COVID19schools@coventry.gov.uk">COVID19schools@coventry.gov.uk</a> WARKS - <a href="mailto:education-corona@warwickshire.gov.uk">education-corona@warwickshire.gov.uk</a> (Mon – Fri) <a href="mailto:dphadmin@warwickshire.gov.uk">dphadmin@warwickshire.gov.uk</a> (Sat – Sun)
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	Headteacher in coordination with Head of Education, Primary
Committees/Fora supporting the response	
Outbreak response team (internal and for attending external Incident Management Team meetings)	Academy Headteacher/ Deputy Headteacher

## 7. 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
<b>Inspire Education Trust Team</b>	<ul style="list-style-type: none"> <li>• Continue to develop and refine best-practice in COVID-19 outbreak management</li> <li>• Clear and timely communication in place to all stakeholders</li> <li>• Supportive consultation where appropriate</li> </ul>
<b>Staff (including employees and volunteers)</b>	<ul style="list-style-type: none"> <li>• Support school in January re-opening and following updated Risk Assessment</li> <li>• Continue to promote and ensure all mitigations to limit outbreaks contained in COVID-19 Risk Assessment are carried out</li> <li>• Understand 'stepping up and stepping down' mitigations where needed to be reintroduced</li> <li>• Support in communicating to parents and pupils when necessary</li> <li>• Passing on any positive solutions to outbreaks or concerns they may have</li> <li>• Isolate as and when required under criteria below</li> <li>• Complete tasks remotely where applicable</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Understand new guidance, in child friendly language, for January 2022 return to school</li> <li>• Understand why and when they may need to isolate and how they will continue their education</li> </ul>
<b>Parents/carers</b>	<ul style="list-style-type: none"> <li>• <b>Bring their children to school consistently unless told otherwise</b></li> <li>• Support school in January re-opening and following updated Risk Assessment</li> <li>• Support school where 'outbreak mitigations' have been reintroduced</li> <li>• Continue to twice-weekly test their children at home using LFT test kits</li> <li>• Collecting children from school when positive cases are confirmed</li> <li>• Support in PCR testing when required</li> <li>• Support children in carrying out Remote Learning as and when required</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• Understand control measures in place</li> </ul>
<b>Contractors and delivery personnel</b>	<ul style="list-style-type: none"> <li>• Understand when they can and cannot enter the site due to COVID-19 outbreak management</li> </ul>

## 8. 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)	<ul style="list-style-type: none"> <li>Who needs to isolate</li> <li>What changes have been made to running of Academy considering positive cases</li> </ul>	<ul style="list-style-type: none"> <li>Managed through Head of Education, Primary and looked at on an individual basis.</li> </ul>
Pupils	<ul style="list-style-type: none"> <li>What changes have been made to running of Academy considering positive cases</li> </ul>	
Parents/carers	<ul style="list-style-type: none"> <li>What changes have been made to running of Academy considering positive cases</li> </ul>	
Visitors	<ul style="list-style-type: none"> <li>What changes have been made to running of Academy considering positive cases</li> </ul>	
Contractors and delivery personnel		
Local Outbreak Teams (LA and regional Health Protection Teams)	<ul style="list-style-type: none"> <li>Number of positive cases and spread across the Academy/ community</li> </ul>	
GPs/allied health practitioners providing services to people within the setting	<ul style="list-style-type: none"> <li>Severity of outbreak and symptoms being presented</li> </ul>	

## 9. Preventing Academy 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 Academy 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 Academy. **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 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-Academys-during-the-coronavirus-outbreak/Academys-covid-19-operational-guidance#travel>

## **10. See updated Risk Assessment for further details on managing/ mitigating risks of COVID-19 in our Academies**

## **11. Reporting Cases & When Trigger Thresholds Have Been Met**

We will continue to report all positive cases to the [COVID19schools@coventry.gov.uk](mailto:COVID19schools@coventry.gov.uk) (COV) or - [education-corona@warwickshire.gov.uk](mailto:education-corona@warwickshire.gov.uk) (Mon – Fri) [dphadmin@warwickshire.gov.uk](mailto:dphadmin@warwickshire.gov.uk) (Sat – Sun) (WARKS), alongside alerting the local authority when any of the triggers outlined in the above guidance have been met.

## **12. Response to Positive Cases**

Full class groups (note that interrogation of seating plans will not be required), and lunch time, break time and after Academy 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.

## **13. Reintroduction of Consistent Groups/ 'bubbles'**

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

## **14. Reintroduction of Face Coverings**

- Consideration will be given to whether face coverings should temporarily be worn in communal areas or classrooms.
- 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.

## **15. Reintroduction of Testing/Additional PCR Testing**

- Consideration will be given as to whether there should be increased use of home testing by staff, and pupils is necessary.
- 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).
- There may also be occasions where a mobile symptomatic testing unit/service is made available on the Academy site and pupils are invited to take a PCR test, or additional PCR tests may be organised through other means.

## 16. 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.**

## 17. 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 Academy site at the start and finish of the day.

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

## 18. 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 considered. 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 because of this would be in line with the principles below.

Clinically Extremely Vulnerable has also been paused as all in this category have been offered the first, second and booster jabs. The Government advocates that if you have not yet received the COVID-19 vaccine, you should [get vaccinated](#). Evidence indicates that 2 doses of a COVID-19 vaccine provide very effective protection against hospitalisation. It usually takes around 2 to 3 weeks for your body to develop its protective response. To maintain this high level of protection through the coming winter, you should also get a booster vaccine for COVID-19 when offered. The booster programme is open to every adult who has had a second dose of the vaccine at least 3 months ago.

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#Academy-college-and-other-educational-settings>

## **19. 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 because of testing positive or as a result of a local reintroduction of close contact isolation – see above). First priority for onsite attendance will always be given to vulnerable children and young people and children of critical workers. In primary Academies second priority will be given to pupils in key stage 1.

In Out-of-Academy 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 Academy 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 can access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure they can access remote education support, as required, and regularly check if they are doing so

## 20. 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.

## 21. Free Academy Meal Provision

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

- are self-isolating
- have had symptoms or a positive test result themselves

## 22. 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 'bubbles', reintroduction of face coverings, other restrictions, attendance restrictions, staffing capacity and free Academy 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
Class closure	15% of class positive, notify LA Covid email for confirmation of closure	Claire Jones			
Year group closure	10% of year group positive, notify LA Covid email for confirmation of closure	Claire Jones			

# Appendix A Revised

## 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** Staff can leave isolation after 7 days if they have a negative LFD test on day 6 and day 7 with both tests taken 24 hours apart.
- ❖ 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	No symptoms: 2 clear days before the day of the test – to 10 days after
1-2m for 15 minutes or more (cumulative over 24 hrs)	
Travel in a vehicle	