

Setting Name : Blackshaw Moor CofE First School

Outbreak Management Plan Version: 2

Date Completed: 15th December 2021

Review Date: 1st March 2021

Plan Owner: Samantha Crawforth

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 cases 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 any of the following settings: <ul style="list-style-type: none"> • Blackshaw Moor CofE First School 	

Governance

In the event of an outbreak, the main contact for the Local Authority Local Outbreak Control, PHE etc will be Mrs Samantha Crawforth, head teacher, assisted by Mrs Nicola Frost the office manager and H&S lead.

Related resources

This should be read in conjunction with the Covid risk assessment and the Business Continuity plan

Key Stakeholders

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> • Continue LFD twice weekly until further notice • Notify of any adult or child they notice with symptoms • Not come in to work if develop symptoms • LFD for 7 days if identified as a close contact and fully vaccinated, self-isolate if not • wear masks in communal areas and when moving around the school
Pupils	<ul style="list-style-type: none"> • To continue to sanitise regularly • children 5 and over to LFD for 7 days if identified as a close contact
Parents/carers	<ul style="list-style-type: none"> • To inform school of any symptoms within their family members • To test when required and inform the school of the results • To continue to consider government safety recommendations • to support their children of 5 and over to LFD for 7 days if identified as a close contact • to wear masks when entering school
Visitors	<ul style="list-style-type: none"> • To not attend school if symptoms and awaiting test results • To continue to consider government safety recommendations • To wear masks when entering and moving about school
Contractors and delivery personnel (<i>eg cleaners, catering staff</i>)	<ul style="list-style-type: none"> • To not attend school if symptoms and awaiting test results • To continue to consider government safety recommendations • To wear masks when entering and moving about school
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 Setting. • 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"> • Governors to support the school in any decisions made in the event of an outbreak • School bus to communicate with school if any cases on the bus that could affect our school bus children.

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.

List the key stakeholders that you will communicate with as part of your response to COVID-19 infections. Change or add groups and details in the table below as needed or refer to a more detailed communication plan (as an appendix or separate document). Include what information you will provide, and how, and the contact information – or where to find contact information – for each stakeholder.

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 newsletter • Text messages • Staff Intranet • Signage 	<ul style="list-style-type: none"> • list in office • WhatsApp group
Pupils	The importance of hand hygiene, respiratory hygiene and physical distances measure	Inform in school	Via parents
Parents and carers	<p>Expectations about children not attending school if symptomatic</p> <p>Expectations on testing if symptoms develop.</p> <p>Expectations about notifying school of test results.</p> <p>Expectations on LFD testing children 5 and over for 7 days if close contact</p>	Letter to parents	List in office

Visitors	Expectations about not entering school if have symptoms unless negative test can be provided	Inform when arrangements are made for them to visit	Details to be noted when visits arranged
Contractors and delivery personnel (e.g. cleaners, electricians)	<i>As visitors</i>		
Local Outbreak Teams	<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 	C19LOC.education@Staffordshire.go.uk 01785 854004
GPs/allied health practitioners providing services to people within the setting	<i>NA</i>		

Stage 1 – Prevent and Prepare

In the table below, list the prevention and preparedness activities that are relevant to your Setting.

If all the prevention and preparedness activities your setting needs to undertake are detailed in your COVID-19 Risk assessment, it is acceptable to refer to that plan rather than duplicating the content.

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
	See risk assessment December 2021		.		

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. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

In the table below, list the response activities that are relevant to your setting. Consider activities and consequences that are specific to your setting and actions needed if outside normal hours or where many or key staff are absent.

What specific action and other control measures do you want to take/introduce as part of responding to single cases, having a cluster of cases and having a confirmed outbreak in the setting. How would you respond to new variant of concern or the locality of the setting being in a high prevalence area or regional restrictions being implemented?

Remember, LA Local Outbreak Control Team /PHE will help guide your response.

Local Directors of Public Health may direct certain activities be implemented to a individual setting , cluster of settings or a locality.

Detail the actions/controls to be taken

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
<i>Activate the outbreak response team</i>	<i>By email and phone</i>	Samantha Crawforth	Immediately on becoming aware of a confirmed case	None	If afterhours, contact all team members by mobile phone
Deep Clean due to positive case in setting	By informing cleaners	Nicola Frost	Immediately on becoming aware of a confirmed case	Moorland Cleaning Contractors will supply all resources	Will need more than 1 person to deep clean
Inform staff and parents who are involved	Email, Teachers2Parents and WhatsApp groups	Samantha Crawforth	Once communicated with LOC team	Contact numbers	Split families

Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 14 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
Evaluate the risk	Update risk assessment	Samantha Crawforth	After the outbreak	None	<i>none</i>
Continue with thorough clean	Request that Moorland Contract Cleaners clean more deeply regularly	Nicola Frost	After the outbreak	Moorland Cleaners	Do they need additional people to help?
assess	Update this plan	Samantha Crawforth	After the outbreak	Time!!	