



IPAT COVID-19 OUTBREAK MANAGEMENT PLAN

(Spring 2022)

This plan reflects the latest contingency framework guidance when written.

We have a responsibility to notify the Education Effectiveness Team of any COVID-19 cases whether confirmed by PCR or LFD tests. All settings should seek public health advice if a pupil or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern.

HPT LCC	Health Protection Team, Leicestershire County Council
HPT PHE	Health Protection Team, Public Health England
IPC	Infection Prevention and Control
LCC	Leicestershire County Council
OCT	Outbreak Control Team
PHE	Public Health England (to be replaced by UKHSA autumn 2021)
UKHSA	UK Health Security Agency

Key Contacts outside the Trust

Organisation	Contact details
Education Effectiveness	educationeffectiveness@leics.gov.uk 01163053365
HPT, LCC	healthprotection@leics.gov.uk 0116 305 0740 9 am - 5 pm Monday to Friday. If support is required outside of these hours, contact the DfE helpline (below).
IPC, LCC	infection@leics.gov.uk 0116 305 1525
DfE Helpline	dfc.coronavirushelpline@education.gov.uk 0800 046 8687
PHE	0344 2254524

Introduction

The UK Government requires education settings to continue to operate as normally as possible during the COVID-19 pandemic. The DfE's published COVID-19 Contingency Framework states that schools should have an "outbreak management plan", outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area.

Measures affecting education may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

In these cases, the HPT LCC can recommend certain measures for individual schools or clusters of settings. If there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis".

This COVID-19 outbreak management plan should be read alongside the latest guidance for education settings operating during COVID-19:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-are-settings/contingency-framework-education-and-childcare-settings>

The best way to avoid an outbreak is to ensure preventative measures are in place. Within all of our Trust schools, the following will be in place:

- *A risk assessment that reflects current Government guidance.*
- *Freely available hand sanitisers.*
- *Ventilation in all rooms (CO2 monitors provided)*
- *Appropriate PPE provided.*
- *LFD testing advised and stocks supplied for adults.*
- *Cleaning schedule adhered to.*

When instigating this outbreak management plan, the Trust Leader will be the ultimate decision maker and the Executive Principal / Headteacher will be the main point of contact for the range of agencies and stakeholders.

Outbreak within a school

Only PHE/UKHSA can classify cases in a school as an outbreak. HPTLCC has a responsibility to assess COVID-19 cases, record details of conversations with schools and advice given and recommend which stage of outbreak management the school should enter. HPTLCC will provide support in entering and exiting outbreak management and has a responsibility to escalate concerns to the Director of Public Health.

The definition of an outbreak in a non-residential setting is:

Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within 14 days, **and one of the following:**

- identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases;
- when there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases.

An outbreak is deemed to last 28 days from the last positive diagnosis.

The Contingency Framework states that schools with more than 20 staff and pupils should seek public health advice if they have 5 children, pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period. Or 10% of children, pupils, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

Should an outbreak be identified the following steps will be undertaken:

- Follow the advice from HPTLCC, including whether the school can remain fully or partially open.
- The HPTLCC has a responsibility to escalate concerns to the Director of Public Health and inform relevant partners of any outbreaks.
- If the decision is to partially or fully close, DFE, the LA, DBE and Trustees will be informed.
- The school's remote learning plan will be implemented.
- External visits to the school will stop until deemed safe to resume.
- The school's risk assessment will be evaluated and updated in light of any learning from the outbreak.
- The HPTLCC will escalate the outbreak to PHE if an OCT is needed. **At this point, OCT will lead all communications.**

School affected by Local or National measures

The COVID situation is ever changing as are the directed responses. All schools in the Trust will ensure that they implement any Local or National restrictions and guidance. In collaboration with the Trust Leader, all schools will endeavour to limit the impact on educational delivery and learning. Each school will need to liaise / communicate with the following:

- Staff
- Parents / Carers
- Pupils
- PHE
- Local Authority
- Social Care
- DfE
- BASC
- Visitors
- Contractors

The following plans are in place to support the continued delivery of education under Local or National measures:

- **Deep cleaning:**
 - *In the event of a local outbreak or Variant of Concern, deep cleans of specific areas or the whole school will be undertaken.*
- **Testing:**
 - *All schools ensure they remain well stocked with LFD tests for staff in case increased home testing is required.*
- **Face coverings:**
 - *Should face coverings be recommended, schools will amend their risk assessment accordingly to include face coverings for adults in communal areas and, if required, classrooms.*
 - *All schools should retain a stock of face coverings for staff use.*
- **Social distancing:**
 - *Should social distancing be recommended, classroom and communal area furniture will be laid out accordingly and a one way system for routes around school will be instigated. Class 'bubbles' will be introduced. Additionally, staggered pupil start, break and finish times will be introduced with separate entrance / exits where possible.*
- **Use of outdoors:**
 - *Consider whether any activities could take place outdoors.*
- **Shielding:**
 - *Should shielding be reintroduced, those on the shielded patient list will be supported to follow the relevant guidance. If this is a pupil, then the remote learning plan would be implemented. Shielding staff will be supported to work from home and measures put in place to support their wellbeing. Individual*

risk assessments will be completed for all those shielding (staff and pupils) and for pregnant and BAME staff.

- **Attendance restrictions:**
 - *Attendance restrictions will be considered as a last resort and the DfE may advise on year groups that should be prioritised.*
 - *Places will be prioritised for pupils in line with the latest guidance for primary schools at the time.*
 - *If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.*
- **Safeguarding:**
 - *It is expected that all schools have a DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding and remote support will be given by DSLs from within the Trust.*
 - *Where vulnerable pupils are absent, our Trust schools will:*
 - *Follow up with the parent or carer, working with the local authority and social worker (where applicable) and Virtual School Head (where applicable), to explore the reason for absence and discuss their concerns. encourage the pupil to attend educational provision,*
 - *Focus the discussions on the welfare of the pupil and ensuring that the child is able to access appropriate education and support while they are at home.*
 - *Have in place procedures to maintain contact, ensuring they are safe and well and are able to access remote education support, as required, and regularly check if they are doing so.*
 - *If a school has to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable pupils with the local authority.*
- **Meals:**
 - *Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.*
- **IT access:**
 - *As part of each school's remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures.*
 - *Wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required.*
- **Educational visits:**
 - *Educational day and residential (domestic and international) visits will be reviewed and potentially postponed in the event of a Variant of Concern.*
- **Visitors:**
 - *In the event of a Variant of Concern, parents/carers will be advised to limit their access to our school sites as much as possible.*
 - *Parents/carers or visitors permitted on our school sites must have an arranged appointment.*
 - *All visitors will be expected to wear a face covering and will be informed of this when a meeting is booked.*
 - *Where possible conversations with parents/carers will be either over the phone or via email.*
- **Events:**
 - *Performances and events to which external visitors are invited will be reviewed and potentially postponed/cancelled in the event of a Variant of Concern.*

APPENDIX 1: Criteria and measures of HPTLCC for outbreak management

Stages outlined in this table are flexible and will be recommended after consultation between HPTLCC and the school. Schools that enter stages 3 and 4 of outbreak management are likely to be taking part in OCTs.

Stage	Criteria	Measures that may be introduced
0	<ul style="list-style-type: none"> • 0-4 cases, unlinked, or linked outside of school within 10 days. • School has not had high case numbers previously. • Low cases in the local area. • School is in line with current guidance. 	<ul style="list-style-type: none"> • None unless school is not in line with current guidance.
1	<ul style="list-style-type: none"> • 5 - 10 cases within 10 days, linked in school. • OR 10% of staff and pupils test positive within 10 days, and are linked. • OR setting has medium level of cases previously. • OR medium levels in the local area. 	<ul style="list-style-type: none"> • Emphasising and enhancing current measures – cleaning, ventilation, testing etc. • Encouraging uptake of staff asymptomatic testing. • Activities taking place outdoors, including exercise, assemblies, or classes. • One-off enhanced cleaning focussing on touch points and any shared equipment. • Communications from the school to the community about current cases.
2	<ul style="list-style-type: none"> • 11-20 cases within 10 days linked in school. • OR school has medium/high level of cases previously. • OR medium/high levels in the local area. 	<p>As above - also:</p> <ul style="list-style-type: none"> • Communications from LCC about the cases. • Reintroducing face coverings in communal areas. • Limiting visits, performances etc. • IPC/HPTLCC advice sought and potential visit.
3	<ul style="list-style-type: none"> • 21+ cases within 10 days linked in school. • AND/OR school has high level of cases previously. • AND/OR high levels in the local area. 	<p>As above - also:</p> <ul style="list-style-type: none"> • Reintroducing bubbles. • Escalation to an OCT.
4	<ul style="list-style-type: none"> • 50+ cases / 30% of school positive within 10 days. 	<p>As above - also:</p> <ul style="list-style-type: none"> • Limiting attendance.